

Resume action verbs

150 words. Updated 10 October 2026. Free to print and share in a classroom.

Leading

Use these verbs when the bullet is about leading and you can name the result.

Led v. · professional

To direct people or work toward a defined outcome.

Fits when: you held clear responsibility for direction and the result

Not when: you contributed without directing the work; name your contribution instead

Led [people or workstream] through [challenge], resulting in [outcome you can evidence].

Clarified v. · professional

To make a decision, requirement, or idea easier to understand.

Fits when: your explanation removed a specific ambiguity that affected the work

Not when: you merely repeated existing information without changing understanding

Clarified [requirement or decision], preventing [verified confusion or rework].

Enabled v. · professional

To give someone or something the means to achieve a result.

Fits when: your work made an outcome possible for another person or system

Not when: you only allowed an action administratively; use approved or authorized

Enabled [team or user] to [action] by [your contribution], leading to [verified result].

Guided v. · professional

To help people choose and follow a sound course of action.

Fits when: you shaped the route while others retained meaningful agency

Not when: you issued binding instructions or owned delivery; use directed or led

Guided [group] through [decision or process], achieving [result you can evidence].

Mobilized v. · professional

To bring people or resources into coordinated action.

Fits when: you turned available capacity into organized action

Not when: you only announced the need without securing participation or resources

Mobilized [people or resources] around [need], delivering [verified outcome].

Resolved v. · professional

To bring a problem or disagreement to a workable conclusion.

Fits when: the issue reached a real conclusion because of your intervention

Not when: the issue remains open or was only discussed; use investigated or escalated

Resolved [problem or disagreement] by [action], restoring [verified condition].

Unified v. · professional

To bring separate efforts into a coherent whole.

Fits when: previously separate work became coordinated in practice

Not when: the groups merely attended the same meeting or retained conflicting approaches

Unified [teams, plans, or systems] around [shared approach], enabling [verified result].

Coordinated v. · professional

To arrange connected activities so they work together effectively.

Fits when: timing and dependencies across several parties were yours to manage

Not when: you completed only your own task with no cross-party dependency

Coordinated [contributors or activities] across [scope], ensuring [verified result].

Orchestrated v. · professional

To arrange many moving parts into a deliberate combined effort.

Fits when: you deliberately coordinated a complex effort with several interdependent parts

Not when: the work was straightforward coordination; this verb would overstate complexity

Orchestrated [multi-part initiative], bringing together [inputs] to achieve [verified result].

Rallied v. · professional

To bring people together for renewed, purposeful effort.

Fits when: your intervention restored or concentrated collective effort

Not when: participation was routine or compulsory rather than prompted by your influence

Rallied [group] around [urgent goal], helping secure [result you can evidence].

Entrusted v. · professional

To assign responsibility because another person is expected to handle it well.

Fits when: you intentionally transferred meaningful responsibility and remained accountable for the choice

Not when: you simply handed off unwanted work or lacked authority to assign it

Entrusted [owner] with [responsibility], creating [verified improvement in ownership or delivery].

Empowered v. · professional

To give people practical authority, confidence, or resources to act.

Fits when: you changed the authority, tools, or conditions under which others could act

Not when: you only encouraged people without removing a constraint or adding capacity

Empowered [people] to [decision or action] by [specific change], resulting in [verified outcome].

Galvanized v. · professional

To prompt people into energetic action on a specific need.

Fits when: your intervention caused a visible shift from hesitation to action

Not when: the group was already acting or your role was limited to informing them

Galvanized [group] to address [need], producing [result you can evidence].

Building

Use these verbs when the bullet is about building and you can name the result.

Built v. · professional

To produce something useful by combining work, materials, or parts.

Fits when: you created the working whole, not merely one minor input

Not when: you maintained or repaired something that already existed

Built [product, process, or capability] that enabled [verified result].

Created v. · professional

To bring a new artifact, process, or opportunity into existence.

Fits when: the thing did not exist before your work

Not when: you revised an existing item; use redesigned, refined, or updated

Created [deliverable or process] to address [need], resulting in [verified outcome].

Developed v. · professional

To turn an idea or early form into something more complete and useful.

Fits when: your work materially advanced maturity or usefulness over time

Not when: you only proposed the idea or made a small isolated edit

Developed [solution or capability] from [starting point] into [verified result].

Integrated v. · professional

To combine parts so they operate as one system.

Fits when: the parts now exchange information or work together in practice

Not when: you merely placed items beside each other without functional connection

Integrated [systems, data, or practices], enabling [verified end-to-end result].

Launched v. · professional

To put a new product, service, or initiative into active use.

Fits when: the work reached its intended users or operating environment

Not when: you only planned, announced, or prototyped it

Launched [offering or initiative] for [audience], achieving [verified early result].

Transformed v. · professional

To change the form or operation of something substantially.

Fits when: the before-and-after difference was fundamental and observable

Not when: the change was incremental; use improved, refined, or updated

Transformed [process or system] from [evidenced prior state] to [verified new state].

Crafted v. · professional

To make something with deliberate skill and attention.

Fits when: the quality depended on considered choices and skilled execution

Not when: you assembled a routine output from a fixed template

Crafted [artifact or approach] for [need], producing [verified result].

Devised v. · professional

To work out a new method, plan, or solution.

Fits when: you originated the practical approach used

Not when: you adopted a known method without materially changing it

Devised [method or plan] to overcome [constraint], enabling [verified outcome].

Innovated v. · professional

To introduce a meaningfully new way of doing something.

Fits when: the approach was genuinely new in the relevant context and produced evidence

Not when: the work was ordinary implementation or novelty without a useful result

Innovated in [process or product area] by [specific change], leading to [verified result].

Invented v. · professional

To originate a device, process, or method that did not previously exist.

Fits when: you can substantiate original creation, including any shared ownership

Not when: you adapted or discovered something created by others

Invented [device, method, or mechanism] that achieved [verified function or result].

Originated v. · professional

To be the starting source of an idea, method, or initiative.

Fits when: the concept began with you and moved into use

Not when: you improved, sponsored, or implemented someone else's idea

Originated [idea or program] that led to [verified result].

Initiated v. · professional

To take the first action that starts a process or project.

Fits when: you caused the work to begin

Not when: you joined after it had started or only suggested it

Initiated [project or process] in response to [need], resulting in [verified progress].

Engineered v. · professional

To design and construct a solution to meet defined constraints.

Fits when: you applied technical design and implementation responsibility

Not when: you only requested, operated, or lightly configured the solution

Engineered [system or solution] to meet [constraint], delivering [verified result].

Analysing

Use these verbs when the bullet is about analysing and you can name the result.

Audited v. · professional

To examine records or processes systematically for accuracy and compliance.

Fits when: you performed a structured examination against stated criteria

Not when: you gave an informal review without sufficient scope or evidence

Audited [records or process], identifying [verified issue] and enabling [documented response].

Diagnosed v. · professional

To determine the underlying cause of a problem from evidence.

Fits when: your analysis established a supported cause, not merely a symptom

Not when: the cause remained a hypothesis; use investigated or suspected

Diagnosed [problem] as [verified cause], enabling [effective response].

Discerned v. · professional

To recognize a meaningful distinction that is difficult to see.

Fits when: careful judgment revealed a subtle but consequential difference

Not when: a direct measurement or simple lookup produced the answer

Discerned [pattern or distinction] in [evidence], informing [verified decision].

Deciphered v. · professional

To make complex, obscure, or encoded information understandable.

Fits when: the source was genuinely difficult to interpret

Not when: you summarized information that was already clear

Deciphered [complex information], revealing [verified finding] for [decision or action].

Deduced v. · professional

To reach a conclusion by reasoning from available evidence.

Fits when: the conclusion followed logically from known facts

Not when: you guessed without sufficient evidence or directly observed the answer

Deduced [conclusion] from [evidence], leading to [verified action or result].

Distinguished v. · professional

To identify the difference between similar things.

Fits when: the analysis separated options that could easily be confused

Not when: you merely described each option without establishing the difference

Distinguished [category or cause] from [alternative], preventing [verified error].

Fact-checked v. · professional

To verify factual claims against reliable evidence.

Fits when: you checked specific claims against dependable sources

Not when: you edited style or repeated another person's unverified assurance

Fact-checked [material or claims], correcting [verified inaccuracies] before [use].

Forecast v. · professional

To estimate a future condition from current evidence and an explicit method.

Fits when: you produced a reasoned projection that affected planning

Not when: you stated an unsupported expectation or reported a known schedule

Forecast [demand, cost, or capacity] using [method], informing [verified decision].

Modeled v. · professional

To represent a system or scenario so its behavior can be examined.

Fits when: you built or applied a representation that supported analysis

Not when: you only formatted existing figures without analytical structure

Modeled [scenario or system], revealing [verified implication] for [decision].

Observed v. · professional

To notice and record relevant behavior or conditions.

Fits when: direct, attentive observation was part of the evidence

Not when: the claim came from assumption or second-hand reporting

Observed [behavior or condition] across [honest scope], identifying [verified pattern].

Reasoned v. · professional

To form a conclusion through connected, evidence-based thinking.

Fits when: the quality of your inference was a material part of the result

Not when: the task was a routine calculation or an unsupported opinion

Reasoned from [evidence] to [conclusion], supporting [verified decision].

Validated v. · professional

To confirm that something meets its intended requirements or reflects reality.

Fits when: you tested against a stated standard or independent evidence

Not when: you merely agreed with the conclusion or ran an unchecked process

Validated [assumption, data, or solution] against [evidence], confirming [verified finding].

Verified v. · professional

To establish that a claim or condition is true through checking.

Fits when: you performed a check that could have disproved the claim

Not when: you relied on assertion, reputation, or a check with no independent basis

Verified [claim or condition] using [evidence], preventing [verified risk or error].

Teaching

Use these verbs when the bullet is about teaching and you can name the result.

Taught v. · professional

To help someone gain knowledge or skill through instruction.

Fits when: you directly supported learning and can name what learners could then do

Not when: you only presented information without evidence of learning

Taught [topic or skill] to [audience], enabling [verified application].

Educated v. · professional

To develop understanding through structured explanation or learning.

Fits when: the work built understanding beyond a one-off instruction

Not when: you issued a notice or gave an unsupported opinion

Educated [audience] about [topic], enabling [verified decision or behavior].

Facilitated v. · professional

To make a learning process easier while participants do the work.

Fits when: you designed or guided the conditions for productive participation

Not when: you were the sole instructor or merely booked the room

Facilitated [session or learning process], helping [audience] achieve [verified outcome].

Mentored v. · professional

To advise and develop someone through an ongoing learning relationship.

Fits when: you provided sustained guidance tailored to another person's growth

Not when: you gave a single answer or claim credit for another person's achievement

Mentored [person or group] in [skill or responsibility], supporting [verified development].

Simplified v. · professional

To make material or a process easier to understand or use.

Fits when: you reduced unnecessary complexity without losing essential accuracy

Not when: you omitted necessary detail or merely shortened the material

Simplified [complex topic or procedure] into [format], enabling [verified use].

Trained v. · professional

To develop practical skill through instruction and practice.

Fits when: learners practiced or demonstrated a job-relevant ability

Not when: you only introduced the topic or distributed instructions

Trained [audience] to [task], resulting in [verified capability or standard].

Upskilled v. · professional

To help someone add more advanced or current work skills.

Fits when: the learning increased capability beyond the prior level

Not when: the activity was basic onboarding or a refresher with no new capability

Upskilled [audience] in [skill], enabling [verified higher-level work].

Reskilled v. · professional

To prepare someone to perform a substantially different kind of work.

Fits when: the training supported a real shift in role or type of work

Not when: the new learning only deepened an existing skill; use upskilled

Reskilled [audience] from [prior capability] to [new capability], enabling [verified transition].

Informed v. · professional

To give someone relevant facts needed for understanding or action.

Fits when: the result depended on timely, accurate information you supplied

Not when: you persuaded, trained, or merely copied people on a message

Informed [audience] about [relevant facts], enabling [verified action or decision].

Imparted v. · formal

To pass knowledge or understanding to another person.

Fits when: you transferred knowledge that others could use

Not when: plain taught or explained would be clearer for a routine learning task

Imparted [specialist knowledge] through [method], enabling [verified application].

Demystified v. · professional

To make an intimidating or obscure subject understandable.

Fits when: your explanation removed a real barrier caused by perceived complexity

Not when: the subject was already straightforward or your account removed necessary nuance

Demystified [complex subject] for [audience], enabling [verified participation or use].

Habilitated v. · formal

To help someone develop an ability they have not previously had.

Fits when: the clinical, educational, or support context specifically concerns gaining a new function

Not when: the person is recovering a lost function; use rehabilitated

Habilitated [participants] in [capability] through [method], supporting [verified function].

Coached v. · professional

To improve someone's performance through observation, feedback, and practice.

Fits when: you gave targeted feedback and supported practice over time

Not when: you only managed, instructed once, or cannot evidence the claimed improvement

Coached [person or group] on [skill], leading to [verified performance change].

Selling

Use these verbs when the bullet is about selling and you can name the result.

Won v. · professional

To secure a desired commercial commitment through competitive effort.

Fits when: the outcome was secured and your role in it is clear

Not when: the decision is pending or the result belonged primarily to others

Won [account, bid, or commitment] by [specific contribution], delivering [verified value].

Landed v. · everyday

To secure a sought-after customer, agreement, or opportunity.

Fits when: the commercial outcome was completed and a conversational professional tone fits

Not when: the work is highly formal or regulated; use secured or won

Landed [customer or opportunity] through [action], resulting in [verified outcome].

Promoted v. · professional

To actively increase awareness or support for an offering.

Fits when: you deliberately increased attention or demand

Not when: you merely described the offering or claim sales you cannot attribute

Promoted [offering] to [audience] through [channel], generating [verified response].

Qualified v. · professional

To establish that a prospect meets defined requirements.

Fits when: you applied explicit criteria to decide where effort should go

Not when: you only collected contact details or made an informal guess

Qualified [prospects or opportunities] against [criteria], improving [verified sales outcome].

Cultivated v. · professional

To develop a commercial relationship through sustained, deliberate attention.

Fits when: the relationship grew over time because of your work

Not when: the contact was brief or the result came from a one-off transaction

Cultivated [customer or partner relationships], leading to [verified opportunity or retention result].

Networked v. · professional

To build professional connections through purposeful interaction.

Fits when: your relationship-building produced a concrete professional result

Not when: you only attended an event or collected contacts with no follow-through

Networked with [relevant group] to develop [verified opportunity or connection].

Garnered v. · formal

To gather support, attention, or business through sustained effort.

Fits when: the outcome accumulated from deliberate work

Not when: a plainer verb such as gained or secured states the result more directly

Garnered [support, interest, or demand] for [offering], contributing to [verified result].

Influenced v. · professional

To affect a decision without holding sole authority over it.

Fits when: your contribution materially shaped a choice made by others

Not when: you made the decision yourself or cannot separate influence from coincidence

Influenced [customer or stakeholder decision] through [evidence or action], leading to [verified outcome].

Recommended v. · professional

To present an option as the most suitable choice for a need.

Fits when: you matched a real need to an appropriate solution

Not when: you pushed an option regardless of fit or merely listed choices

Recommended [offering or course] based on [need], resulting in [verified customer outcome].

Captivated v. · professional

To hold an audience's attention strongly.

Fits when: attention itself was observable and led to a relevant result

Not when: you only presented or cannot support the claim about audience response

Captivated [audience] with [presentation or demonstration], producing [verified response].

Converted v. · professional

To turn interest or eligibility into a completed commercial action.

Fits when: you can define the starting state, completed action, and your contribution

Not when: the prospect merely advanced a stage or the attribution is unclear

Converted [qualified interest] into [customer action], producing [verified result].

Retained v. · professional

To keep a customer or account that might otherwise have been lost.

Fits when: there was a real risk of loss and your action affected the outcome

Not when: the customer simply remained without any attributable intervention

Retained [customer or account] by [specific action], preserving [verified value].

Sold v. · professional

To secure a purchase or agreement in exchange for value.

Fits when: a transaction or binding agreement was completed

Not when: you supported marketing or service but did not secure the sale

Sold [offering] to [customer type] by addressing [need], delivering [verified result].

Fixing

Use these verbs when the bullet is about fixing and you can name the result.

Debugged v. · professional

To locate and remove faults from software or a technical system.

Fits when: you traced and corrected a technical defect

Not when: you only reported, restarted, or worked around the problem

Debugged [system or code path], removing [verified fault] and restoring [expected behavior].

Overhauled v. · professional

To examine and improve something thoroughly.

Fits when: the intervention was comprehensive rather than incremental

Not when: you made a narrow correction or routine service

Overhauled [system or process], replacing [deficient element] and achieving [verified result].

Recovered v. · professional

To regain something lost, inaccessible, or impaired.

Fits when: you brought a lost resource or capability back

Not when: you rebuilt a replacement without recovering the original

Recovered [data, service, or asset] after [incident], restoring [verified function].

Repaired v. · professional

To restore a damaged thing to working condition.

Fits when: a damaged item worked again because of your intervention

Not when: you improved an undamaged item or only diagnosed the fault

Repaired [asset or system] by [action], restoring [verified operation].

Restored v. · professional

To return a function or condition that had been lost.

Fits when: the prior useful state returned

Not when: you created a new capability rather than bringing one back

Restored [service, access, or condition] by [action], enabling [verified result].

Remediated v. · formal

To correct or reduce a documented problem or deficiency.

Fits when: you addressed a known problem against a clear requirement

Not when: you only proposed the fix or hid the symptom

Remediated [finding or deficiency] through [action], meeting [verified condition].

Upgraded v. · professional

To replace or alter something so it reaches a higher standard.

Fits when: the new version or capability is demonstrably better

Not when: you performed routine maintenance without raising the standard

Upgraded [system or asset] from [prior state] to [new state], enabling [verified result].

Rectified v. · formal

To put an error or unacceptable condition right.

Fits when: the problem was corrected to an acceptable state

Not when: the issue was only acknowledged or temporarily bypassed

Rectified [error or condition] by [action], ensuring [verified outcome].

Solved v. · professional

To find and apply an answer that removes a problem.

Fits when: the problem no longer persisted under the relevant conditions

Not when: you only investigated it or reduced its severity

Solved [problem] by [method], producing [verified result].

Mended v. · everyday

To repair a damaged object or strained relationship.

Fits when: the context is practical or relational and a plain verb fits

Not when: the work was a formal technical remediation where repaired is clearer

Mended [object or working relationship] through [action], restoring [verified condition].

Untangled v. · professional

To resolve something complicated by separating its connected problems.

Fits when: the difficulty came from intertwined causes, ownership, or steps

Not when: the issue had one simple cause; use solved or corrected

Untangled [complex issue or dependency], clearing [verified blockage].

Stabilized v. · professional

To make an unreliable condition steady enough to operate safely.

Fits when: you reduced harmful variation or stopped deterioration

Not when: you fully repaired or improved the system beyond steady operation

Stabilized [service, process, or situation] after [problem], maintaining [verified condition].

Prevented v. · professional

To stop a specific unwanted outcome from occurring.

Fits when: the risk was real, your control addressed it, and non-occurrence is supportable

Not when: you cannot show the risk or causal link; use reduced the risk of

Prevented [credible risk] by [action], protecting [verified asset or condition].

Researching

Use these verbs when the bullet is about researching and you can name the result.

Discovered v. · professional

To find something previously unknown through inquiry or observation.

Fits when: the finding was genuinely unknown in the relevant context

Not when: you confirmed something already expected; use validated or verified

Discovered [finding] through [method], prompting [verified decision or action].

Explored v. · professional

To investigate a subject broadly before drawing a conclusion.

Fits when: the work deliberately examined possibilities at an early stage

Not when: you reached a final conclusion or only browsed without a research question

Explored [question or option set] through [method], narrowing [decision] to [supported direction].

Inquired v. · formal

To seek information by asking focused questions.

Fits when: structured questioning was central to obtaining the information

Not when: you made a casual request or conducted a formal investigation with stronger evidence

Inquired into [question] with [sources or participants], uncovering [verified finding].

Uncovered v. · professional

To reveal a fact or pattern that had been hidden or overlooked.

Fits when: the inquiry revealed something material that was not previously visible

Not when: you confirmed a known fact or the language would sensationalize an ordinary result

Uncovered [finding] through [method], prompting [verified decision or action].

Experimented v. · professional

To vary a condition deliberately and observe what changes.

Fits when: you changed a factor deliberately to learn from the outcome

Not when: you tried options informally without controlled conditions or recorded evidence

Experimented with [variable or approach] under [defined conditions], identifying [verified effect].

Investigated v. · professional

To examine a question systematically in search of facts.

Fits when: you followed evidence through a defined inquiry

Not when: you only performed an initial check or already knew the answer

Investigated [question or incident] using [method], establishing [verified finding].

Interviewed v. · professional

To question people deliberately in order to gather evidence or understanding.

Fits when: you conducted purposeful research conversations and analyzed what you heard

Not when: the conversation was sales, selection, or informal networking

Interviewed [participant group] about [question], identifying [verified theme or need].

Piloted v. · professional

To run a limited trial before wider adoption.

Fits when: the work was intentionally limited to learn before scaling

Not when: the initiative was a full launch or only a static demonstration

Piloted [approach] with [honest scope], testing [assumption] and informing [verified next step].

Reviewed v. · professional

To examine material deliberately before making a judgment.

Fits when: you assessed relevant material rather than merely reading it

Not when: a more precise verb such as audited, edited, or approved names the real action

Reviewed [evidence or literature] against [question], informing [verified conclusion].

Surveyed v. · professional

To collect responses or inspect a field systematically.

Fits when: you used a defined survey method and can state its honest scope

Not when: you spoke with a few convenient contacts and cannot support broader inference

Surveyed [population or field] about [question], identifying [verified finding].

Synthesized v. · professional

To combine evidence from several sources into a coherent finding.

Fits when: your contribution connected multiple inputs into new understanding

Not when: you simply summarized each source separately

Synthesized [sources or findings] into [conclusion or artifact], enabling [verified decision].

Tested v. · professional

To check a claim or solution under defined conditions.

Fits when: the method could reveal failure as well as success

Not when: you only demonstrated the expected path or sought confirmation

Tested [hypothesis or solution] under [conditions], establishing [verified result].

Organising

Use these verbs when the bullet is about organising and you can name the result.

Organized v. · professional

To arrange people, information, or work into a usable order.

Fits when: you imposed a structure that made the whole work better

Not when: you only tidied, scheduled, or coordinated one isolated activity

Organized [people, information, or work] into [system], enabling [verified result].

Planned v. · professional

To decide the actions, sequence, and resources needed for an outcome.

Fits when: you determined a practical course before execution

Not when: you only suggested an aspiration or carried out someone else's plan

Planned [initiative] around [constraints], enabling [verified delivery result].

Prioritized v. · professional

To put competing work in an order based on importance or urgency.

Fits when: your ordering decisions changed where limited effort went

Not when: you followed an order set by someone else or treated every item as equally urgent

Prioritized [work or requests] against [criteria], ensuring [verified high-value result].

Consolidated v. · professional

To combine scattered items or activities into a more usable whole.

Fits when: separate sources became one functioning resource or process

Not when: you merely copied items together without resolving duplication or structure

Consolidated [records, tools, or work] into [shared system], enabling [verified control or access].

Cataloged v. · professional

To record items systematically so they can be found and understood.

Fits when: you created a consistent inventory with usable descriptive information

Not when: you only listed items informally or organized them physically

Cataloged [assets or records] by [scheme], enabling [verified retrieval or control].

Documented v. · professional

To create a durable, usable record of facts, decisions, or procedures.

Fits when: the record helped others act, verify, or continue the work

Not when: you merely took private notes with no operational use

Documented [process or decision] in [artifact], enabling [verified continuity or compliance result].

Mapped v. · professional

To represent relationships, stages, or locations in a usable structure.

Fits when: the representation made connections or sequence visible

Not when: you only listed items without showing relationships

Mapped [process, dependency, or journey], revealing [verified gap or next action].

Scheduled v. · professional

To assign work or events to specific times in a workable sequence.

Fits when: your timing decisions resolved real dependencies or capacity limits

Not when: you only sent calendar invitations

Scheduled [work or resources] around [constraints], ensuring [verified delivery condition].

Standardized v. · professional

To make varied work follow one defined and repeatable standard.

Fits when: you established and adopted a common method

Not when: you merely documented existing variation or imposed uniformity with no benefit

Standardized [process or format] across [honest scope], improving [verified consistency result].

Streamlined v. · professional

To remove unnecessary steps so work flows more directly.

Fits when: you can name what was removed and how flow improved

Not when: the change only shifted work elsewhere or reduced necessary control

Streamlined [process] by removing [unnecessary step], resulting in [verified improvement].

Systematized v. · formal

To turn ad hoc activity into a consistent method.

Fits when: you created an organized method that others could follow

Not when: the work remained dependent on informal individual judgment

Systematized [activity] through [rules or workflow], enabling [verified repeatability].

Tracked v. · professional

To follow the status or movement of something over time.

Fits when: the record was maintained over time and used

Not when: you captured a single snapshot or monitored without acting on it

Tracked [work, asset, or measure] through [method], enabling [verified intervention or decision].

Negotiating

Use these verbs when the bullet is about negotiating and you can name the result.

Advocated v. · professional

To argue openly for a person, position, or course of action.

Fits when: you actively represented a case and can state the resulting movement

Not when: you merely supported the idea privately or made the final decision yourself

Advocated for [position or group] using [evidence], securing [verified consideration or change].

Agreed v. · professional

To reach a shared decision on terms or a course of action.

Fits when: you were a party to a genuine mutual decision

Not when: you only accepted instructions or lacked authority to commit

Agreed [terms or approach] with [party], enabling [verified next step].

Brokered v. · professional

To arrange an agreement between separate parties.

Fits when: you actively connected interests and helped the parties reach terms

Not when: you were only one party negotiating your own position

Brokered [agreement] between [parties], resulting in [verified outcome].

Defused v. · professional

To reduce the danger or tension in a difficult situation.

Fits when: your intervention lowered immediate tension or danger

Not when: the underlying disagreement was fully settled; use resolved or mediated

Defused [conflict or risk] through [action], preserving [verified working condition].

Interceded v. · formal

To intervene on another person's behalf in a dispute or decision.

Fits when: you entered a matter to represent someone who needed support

Not when: you were the neutral mediator or primary party to the dispute

Interceded on behalf of [person or group], achieving [verified consideration or outcome].

Liaised v. · formal

To maintain communication between people or groups working together.

Fits when: your continuing contact kept separate groups aligned

Not when: you made a single introduction or owned the full decision

Liaised between [parties] on [issue], enabling [verified agreement or delivery result].

Mediated v. · professional

To help opposing parties reach a workable agreement.

Fits when: you served as an active, relatively neutral intermediary

Not when: you imposed a decision or represented one side

Mediated [dispute] between [parties], reaching [verified agreement or condition].

Negotiated v. · professional

To seek agreement through discussion of interests and terms.

Fits when: you took part in substantive discussion that produced agreed terms

Not when: you only communicated a fixed decision or observed the talks

Negotiated [terms or agreement] with [party], securing [verified outcome].

Pacified v. · formal

To calm an angry or hostile situation.

Fits when: de-escalating active hostility was itself the relevant result

Not when: the wording could belittle legitimate concerns; use defused or resolved when clearer

Pacified [hostile situation] through [action], allowing [verified next step].

Procured v. · formal

To obtain needed goods or services through deliberate sourcing.

Fits when: you owned or materially influenced the acquisition process

Not when: you merely requested an item or cannot support a value claim

Procured [goods or service] under [constraints], achieving [verified supply or value result].

Reconciled v. · professional

To bring conflicting positions or records into agreement.

Fits when: you removed a real inconsistency or helped incompatible positions converge

Not when: you only compared differences or one side simply prevailed

Reconciled [positions or terms] between [parties], enabling [verified resolution].

Settled v. · professional

To bring a dispute or set of terms to a final agreement.

Fits when: the matter reached a completed, accepted conclusion

Not when: the issue was paused, partially addressed, or decided by someone else

Settled [dispute or terms] with [party], resulting in [verified outcome].

Designing

Use these verbs when the bullet is about designing and you can name the result.

Designed v. · professional

To plan the form and function of something before it is made or changed.

Fits when: you made consequential choices about how the result should work

Not when: you implemented someone else's design or only adjusted surface details

Designed [system or solution] around [constraints], enabling [verified capability].

Configured v. · professional

To arrange settings or components for a required behavior.

Fits when: the result came from selecting and applying meaningful settings

Not when: you built custom functionality or merely installed defaults

Configured [tool or system] for [need], enabling [verified function].

Customized v. · professional

To adapt something for a particular user's or situation's needs.

Fits when: you changed an existing solution to meet specific requirements

Not when: the solution was built from scratch or only cosmetically personalized

Customized [product or process] for [need], producing [verified fit or result].

Prototyped v. · professional

To make an early working form so a design can be tested.

Fits when: you built a limited representation to learn before final production

Not when: you created a polished final deliverable or a static sketch with nothing testable

Prototyped [product or experience] to test [assumption], revealing [verified design finding].

Delineated v. · formal

To define a boundary, structure, or feature precisely.

Fits when: your design made distinctions explicit and usable

Not when: you merely described the subject broadly

Delineated [roles, boundary, or process] in [artifact], preventing [verified ambiguity].

Handcrafted v. · professional

To make something individually through skilled manual work.

Fits when: the work was genuinely made by hand and individual skill matters

Not when: the item was mass-produced, assembled from a kit, or mainly digital

Handcrafted [object or artifact] to [requirements], delivering [verified function or quality].

Illustrated v. · professional

To create visual material that explains or represents an idea.

Fits when: you produced the visual explanation or artwork

Not when: you only selected stock imagery or gave a verbal example

Illustrated [concept or narrative] for [audience], enabling [verified understanding or use].

Landscaped v. · professional

To design and shape an outdoor area for use and appearance.

Fits when: you planned or executed the arrangement of an outdoor space

Not when: you only performed routine grounds maintenance

Landscaped [site] around [requirements], achieving [verified use or environmental result].

Reimagined v. · professional

To conceive an existing thing in a substantially different way.

Fits when: the design changed the underlying concept, not just its appearance

Not when: you made incremental revisions; use refined or redesigned

Reimagined [experience, product, or process] around [need], leading to [verified result].

Specified v. · professional

To state exact requirements for how something should be made or operate.

Fits when: your requirements directly governed design or delivery

Not when: you only gathered needs or repeated a standard without applying judgment

Specified [requirements or components] for [solution], ensuring [verified condition].

Storyboarded v. · professional

To plan a visual or interactive sequence panel by panel.

Fits when: you used sequential frames to shape the eventual work

Not when: you wrote only a script, outline, or finished visual asset

Storyboarded [sequence or experience] to test [flow], enabling [verified production result].

Tailored v. · professional

To adjust something closely to a particular need or audience.

Fits when: specific evidence about the audience drove meaningful changes

Not when: you used the same solution for everyone or made only superficial edits

Tailored [design or communication] to [audience need], resulting in [verified outcome].

Supporting

Use these verbs when the bullet is about supporting and you can name the result.

Accommodated v. · professional

To adjust conditions so a legitimate need can be met.

Fits when: you made a practical adjustment in response to a defined need

Not when: you merely agreed to a preference or compromised a necessary standard

Accommodated [access or working need] by [specific adjustment], enabling [verified participation or result].

Advised v. · professional

To recommend a course of action based on relevant knowledge.

Fits when: your informed recommendation materially supported another person's choice

Not when: you made the decision yourself or only supplied raw information

Advised [person or group] on [decision] using [evidence], leading to [verified outcome].

Alleviated v. · professional

To make a burden, problem, or difficult condition less severe.

Fits when: your intervention reduced a real difficulty even if it did not remove it

Not when: the problem was fully removed; use resolved or eliminated

Alleviated [burden or problem] through [action], restoring [verified working condition].

Defended v. · professional

To protect a person, decision, or system against a specific challenge.

Fits when: you actively protected something from a credible challenge or harm

Not when: you merely disagreed with criticism or concealed a valid problem

Defended [person, position, or system] against [challenge] using [action], preserving [verified condition].

Connected v. · professional

To bring a person into contact with a useful resource or relationship.

Fits when: the introduction or access was your material contribution

Not when: you only shared a generic link or the connection produced no known result

Connected [person or group] with [resource], enabling [verified access or outcome].

Consulted v. · professional

To give specialist advice after considering a defined need.

Fits when: you applied relevant expertise to another party's decision

Not when: you only attended a discussion or made the final decision yourself

Consulted with [client or team] on [question], shaping [verified decision or result].

Rescued v. · professional

To save a person, asset, or effort from a serious difficulty.

Fits when: the situation faced a serious, supportable risk of harm or failure

Not when: the language would dramatize an ordinary fix or routine support request

Rescued [person, asset, or initiative] from [documented difficulty] through [action], restoring [verified result].

Maintained v. · professional

To keep a useful condition, service, or standard in effect.

Fits when: sustaining existing performance was the real achievement

Not when: you improved, repaired, or merely monitored it

Maintained [service, asset, or standard] through [practice], ensuring [verified condition].

Safeguarded v. · professional

To protect something valuable through a deliberate control or action.

Fits when: the risk, control, and protected condition can all be supported

Not when: the claim relies only on nothing bad happening

Safeguarded [person, asset, or condition] from [credible risk] through [control], preserving [verified result].

Reassured v. · professional

To restore confidence by addressing a concern with credible information or action.

Fits when: your response addressed a real concern and allowed useful action to continue

Not when: you offered comfort without evidence or dismissed a legitimate risk

Reassured [person or group] about [concern] through [evidence or action], enabling [verified next step].

Triaged v. · professional

To sort requests or cases by urgency so the most critical receive attention first.

Fits when: you applied defined urgency criteria that changed response order

Not when: you simply forwarded every request or made unsupported priority judgments

Triaged [requests or cases] against [criteria], ensuring [verified urgent response].

Unblocked v. · professional

To remove an obstacle that prevents another person or process from progressing.

Fits when: your action removed a real dependency or constraint

Not when: you only offered encouragement or progress remained blocked

Unblocked [person, team, or process] by removing [specific obstacle], enabling [verified progress].

Improving

Use these verbs when the bullet is about improving and you can name the result.

Accelerated v. · professional

To make a process reach its outcome sooner.

Fits when: you can compare elapsed time before and after your contribution

Not when: you only worked faster personally or shifted delay to another step

Accelerated [process] by [action], shortening [verified elapsed time].

Boosted v. · everyday

To raise a result or level through a specific intervention.

Fits when: the increase and your contribution can be supported

Not when: the tone is too informal or you cannot name what rose

Boosted [measure or capability] by [action], reaching [verified result].

Enhanced v. · professional

To improve the quality, usefulness, or value of something.

Fits when: the thing became demonstrably better without changing its basic identity

Not when: you cannot specify the dimension of improvement

Enhanced [product, process, or experience] through [change], producing [verified benefit].

Increased v. · professional

To make a measurable amount, rate, or capacity greater.

Fits when: you have a trustworthy baseline, result, and defensible contribution

Not when: the direction is based on impression or the increase is not desirable

Increased [measure] from [verified baseline] to [verified result] through [action].

Maximized v. · professional

To raise something to the highest level achievable within stated constraints.

Fits when: you can defend both the constraints and the claim that no better feasible result was available

Not when: you merely improved the measure; use increased or optimized

Maximized [use, output, or value] within [constraints], achieving [verified result].

Modernized v. · professional

To update something so it meets current needs or practices.

Fits when: you replaced outdated methods with a demonstrably current approach

Not when: the change was cosmetic or newness did not improve fitness

Modernized [system or process] by [change], enabling [verified current capability].

Optimized v. · professional

To adjust something for the best supported result under defined constraints.

Fits when: you used evidence to balance an explicit objective and constraints

Not when: you made a general improvement without showing why it was best

Optimized [system or process] for [objective] under [constraints], achieving [verified result].

Refined v. · professional

To improve something by making careful, targeted changes.

Fits when: the core approach remained while precision or quality improved

Not when: the work was a complete redesign or only a cosmetic edit

Refined [method or artifact] through [specific changes], improving [verified quality].

Shortened v. · professional

To reduce the length or duration of something.

Fits when: you have comparable timing evidence and did not remove necessary work

Not when: you only reduced text length or moved time to another stage

Shortened [process or cycle] from [verified baseline] to [verified result] by [action].

Strengthened v. · professional

To make a capability, relationship, or control more effective or resilient.

Fits when: you can name the dimension that became stronger and show evidence

Not when: the claim rests on confidence or praise rather than a changed condition

Strengthened [capability, relationship, or control] through [action], resulting in [verified benefit].

Surpassed v. · professional

To perform beyond a stated benchmark or requirement.

Fits when: the benchmark was defined in advance and the comparison is accurate

Not when: you selected an easy comparison afterward or the result merely met the target

Surpassed [documented benchmark] by achieving [verified result] through [action].

Revitalized v. · professional

To restore useful energy or activity to something in decline.

Fits when: you can evidence a prior decline and a meaningful return of activity

Not when: the work was new, steadily healthy, or only rebranded

Revitalized [program, product, or process] through [action], restoring [verified participation or result].