

Beginning your bullet points with the right verb can intrigue the recruiter and better describe what you did. Take a look at the short list below to find a verb that helps highlight your accomplishments.

A

Accelerated
Achieved
Amplified
Analyzed
Assembled
Attained
Audited
Authored

B

Brainstormed
Built

C

Capitalized
Chaired
Charted
Communicated
Conceptualized
Consolidated
Constructed
Coordinated
Created
Customized

D

Decreased
Delivered
Designed
Developed
Drafted

E

Edited
Established
Executed
Expanded

F

Facilitated
Finalized
Founded

G

Guided

H

Handled
Headed

I

Illustrated
Imagined
Implemented

Improved
Increased
Influenced

Initiated
Inspired

M

Modeled

O

Operated
Organized
Overhauled

P

Produced
Proofread
Published

R

Reached
Redesigned
Researched

S

Simplified
Spearheaded
Steered

Storyboarded
Strategized
Streamlined

Strengthened
Supervised

T

Transformed
Translated

V

Visualized

W

Wrote

Pro Tip:

Avoid using the same verb consecutively—change it up.