

# VARY YOUR VERBS

"Variety is the spice of life." - William Cowper

Recruiters see a lot of resumes (approximately 250 per corporate job posting) so don't let your resume get stiff and stodgy with overused words, freshen it up with variety, directness and simplicity. Remember to tailor your resume to each job posting, focusing on those experiences and accomplishments that demonstrate those key words in the job description.

Instead of "**Led**" use:

- Chaired
- Controlled
- Coordinated
- Executed
- Headed
- Operated
- Orchestrated
- Organized
- Oversaw
- Planned
- Produced
- Programmed

Instead of "**Envisioned**" use:

- Administered
- Built
- Charted
- Created
- Designed
- Developed
- Devised
- Founded
- Engineered
- Established
- Formalized
- Formed
- Formulated
- Implemented
- Incorporated
- Initiated
- Instituted
- Introduced
- Launched
- Pioneered
- Spearheaded

Instead of "**Saved**" time or money use:

- Conserved
- Consolidated
- Decreased
- Deducted
- Diagnosed
- Lessened
- Reconciled
- Reduced
- Yielded

Instead of "**Brought in**" use:

- Acquired
- Forged
- Navigated
- Negotiated
- Partnered
- Secured

Instead of "**Increased**" efficiency, sales, revenue, etc. use:

- Accelerated
- Achieved
- Advanced
- Boosted
- Capitalized
- Delivered
- Enhanced
- Expanded
- Furthered
- Gained
- Generated
- Improved
- Maximized
- Sustained

Instead of "**Changed**" or "**Improved**" use:

- Centralized
- Clarified
- Converted
- Customized
- Influenced
- Integrated
- Merged
- Modified
- Overhauled
- Redesigned
- Refined
- Refocused
- Rehabilitated
- Remodeled
- Reorganized
- Replaced
- Restructured
- Revamped
- Revitalized
- Simplified
- Standardized
- Streamlined
- Strengthened
- Updated
- Upgraded
- Transformed

Instead of "**Managed**" use:

- Aligned
- Cultivated
- Directed
- Enabled
- Facilitated
- Fostered
- Guided
- Hired
- Inspired

Instead of "**Supported**" use:

- Advised
- Advocated
- Arbitrated
- Coached
- Consulted
- Educated
- Fielded
- Informed
- Resolved

Instead of "**Research**" use:

- Analyzed
- Assembled
- Assessed
- Audited
- Calculated
- Discovered
- Evaluated
- Examined
- Explored
- Forecasted
- Identified
- Interpreted
- Investigated
- Mapped
- Measured
- Qualified
- Quantified
- Surveyed
- Tested
- Tracked

Instead of "**Wrote**" or "**Communicated**" use:

- Authored
- Briefed
- Campaigned
- Co-authored
- Composed
- Conveyed
- Convinced
- Corresponded
- Counseled
- Critiqued
- Defined
- Documented
- Edited
- Illustrated
- Lobbied
- Persuaded
- Promoted
- Publicized
- Reviewed

Instead of "**Oversaw**" or "**Regulated**"

- Authorized
- Blocked
- Delegated
- Dispatched
- Enforced
- Ensured
- Inspected
- Itemized
- Monitored
- Screened
- Scrutinized
- Verified

Instead of "**Achieved**" use:

- Attained
- Awarded
- Completed
- Demonstrated
- Earned
- Exceeded
- Outperformed
- Reached
- Showcased
- Succeeded
- Surpassed
- Targeted