

Action Verb Cheat Sheet

Here are one hundred commonly searched action verbs with quantified achievement examples that can help strengthen your CV. Remember to choose action verbs that accurately represent your experiences and achievements and quantify them with specific results whenever possible. Then, tailor them to match the job requirements you are applying for, showcasing your unique skills and qualifications.

1. Achieved: Increased sales revenue by 25% within six months.
2. Led: Managed a team of 10 employees and completed 15 projects on time and within budget.
3. Implemented: Implemented a new customer relationship management system resulting in a 20% improvement in productivity.
4. Improved: Improved customer satisfaction ratings by 15% by implementing a new feedback system.
5. Managed: Managed a budget of \$1 million, effectively reducing costs by 10% without compromising quality.
6. Developed: Developed and launched a new product line, resulting in a 30% increase in market share.
7. Created: Created and executed a marketing campaign that generated 500 new leads in one month.
8. Innovated: Developed and patented a new technology solution that increased efficiency by 40%.
9. Resolved: Resolved customer complaints, achieving a 95% customer satisfaction rate.

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10. Influenced: Successfully negotiated and secured a partnership with a significant industry player, resulting in a 50% increase in revenue.
11. Executed: Successfully executed a company-wide rebranding initiative, resulting in a 15% increase in brand awareness.
12. Streamlined: Streamlined internal processes, reducing project delivery time by 20%.
13. Generated: Generated \$1 million in new sales through targeted prospecting and lead generation strategies.
14. Collaborated: Collaborated with cross-functional teams to launch a new product, achieving \$500,000 in sales within the first quarter.
15. Organized: Organized and executed a large-scale industry conference, attracting over 500 attendees and 30 exhibitors.
16. Mentored: Mentored and trained a team of junior employees, resulting in a 25% improvement in productivity.
17. Presented: Presented sales forecasts and strategies to executive leadership, leading to a 10% increase in sales targets.
18. Negotiated: Negotiated contracts with vendors, resulting in a 15% cost savings for the company.
19. Analyzed: Analyzed market trends and competitor data to develop pricing strategies, increasing profit margins by 12%.
20. Strategized: Developed and implemented a strategic plan that led to a 20% growth in market share.
21. Increased: Increased website traffic by 50% through implementing SEO strategies.
22. Trained: Trained and onboarded 20 new employees, reducing onboarding time by 30%.
23. Coordinated: Coordinated logistics for a large-scale event, managing a budget of \$100,000 and ensuring seamless execution.

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24. Oversaw: Oversaw the successful completion of a construction project, delivering it three weeks ahead of schedule.
25. Established: Established critical partnerships with industry influencers, resulting in a 25% increase in brand visibility.
26. Revitalized: Revitalized an underperforming product line, increasing sales by 40% within six months.
27. Enhanced: Enhanced customer service processes, leading to a 20% reduction in customer complaints.
28. Spearheaded: Spearheaded a sustainability initiative, reducing carbon emissions by 25%.
29. Delivered: Delivered presentations to a global audience, receiving positive feedback and recognition from senior executives.
30. Researched: Conducted market research and competitor analysis, providing insights that led to the development of a new product.
31. Motivated: Motivated a sales team to exceed monthly targets, resulting in a 30% increase in sales revenue.
32. Balanced: Balanced competing priorities and deadlines, successfully managing multiple projects simultaneously.
33. Consulted: Consulted with clients to understand their needs and provided tailored solutions, achieving a 90% client satisfaction rate.
34. Diversified: Diversified the customer base, expanding into new markets and increasing customer acquisition by 15%.
35. Implemented: Implemented a performance management system, resulting in a 20% improvement in employee productivity.
36. Optimized: Optimized supply chain processes, reducing inventory costs by 15% while maintaining product availability.
37. Troubleshoot: Troubleshoot technical issues, reducing system downtime by 20% through proactive maintenance.

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38. Streamlined: Streamlined the recruitment process, reducing time-to-hire by 30% and improving candidate quality.
39. Tracked: Tracked and analyzed key performance indicators, identifying areas for improvement and implementing strategies to achieve targets.
40. Delegated: Delegated tasks and responsibilities, improving team efficiency and project delivery timelines.
41. Supervised: Supervised a team of 20 employees, providing guidance and support to ensure project success.
42. Identified: Identified cost-saving opportunities, resulting in a 10% reduction in operational expenses.
43. Evaluated: Evaluated marketing campaigns, optimizing strategies and achieving a 20% increase in conversion rates.
44. Planned: Planned and executed a successful product launch, resulting in \$1 million in sales within the first month.
45. Initiated: Initiated and led a customer loyalty program, increasing customer retention by 15%.
46. Communicated: Communicated effectively with stakeholders at all levels, fostering strong relationships and ensuring project alignment.
47. Influenced: Influenced decision-making processes, leading to the adoption of new strategies and initiatives.
48. Demonstrated: Demonstrated strong leadership skills by successfully managing and motivating a team during a challenging project.
49. Assessed: Assessed market trends and customer preferences to identify new product opportunities.
50. Resolved: Resolved conflicts within a team, fostering a positive and collaborative work environment.
51. Awarded: Awarded for exceptional performance and contributions to the company.

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52. Secured: Secured new partnerships with key clients, resulting in a 25% increase in revenue.
53. Developed: Developed and implemented employee training programs, resulting in a 20% improvement in employee performance.
54. Streamlined: Streamlined administrative processes, reducing paperwork and saving 10 hours per week.
55. Generated: Generated leads through targeted email marketing campaigns, resulting in a 15% increase in sales conversions.
56. Orchestrated: Orchestrated a successful company rebranding, driving a 30% increase in brand recognition.
57. Solved: Solved complex problems and challenges, resulting in cost savings and improved operational efficiency.
58. Maintained: Maintained high customer satisfaction through effective communication and timely issue resolution.
59. Coached: Coached and mentored team members, fostering professional growth and development.
60. Reshaped: Reshaped company culture by implementing employee engagement initiatives, resulting in a 20% reduction in turnover.
61. Volunteered: Volunteered for additional projects and responsibilities, demonstrating a solid work ethic and dedication to the organization.
62. Adapted: Adapted quickly to changing market conditions, adjusting strategies to meet customer demands and maintain profitability.
63. Supported: Supported cross-functional teams in achieving project goals, ensuring successful project completion.
64. Conceptualized: Conceptualized and executed a new marketing campaign, resulting in a 40% increase in brand awareness.
65. Facilitated: Facilitated effective communication and collaboration among team members, improving productivity and teamwork.

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66. Strengthened: Strengthened client relationships through proactive account management and regular communication.
67. Administered: Administered performance evaluations and provided employee feedback, contributing to their professional development.
68. Conducted: Conducted market research and competitor analysis to identify market trends and opportunities.
69. Optimized: Optimized digital marketing strategies, increasing website traffic by 50% and conversions by 25%.
70. Integrated: Integrated new software systems, enhancing data accuracy and streamlining business processes.
71. Authored: Authored industry-related articles and publications, establishing thought leadership and building a professional network.
72. Established: Established and maintained strategic partnerships with key stakeholders, driving business growth.
73. Investigated: Investigated and resolved customer complaints, ensuring high customer satisfaction.
74. Motivated: Motivated team members to exceed sales targets, resulting in a 20% increase in revenue.
75. Collaborated: Collaborated with cross-functional teams to launch a new product, achieving a 25% market share within six months.
76. Facilitated: Facilitated training sessions and workshops, equipping employees with new skills and knowledge.
77. Orchestrated: Orchestrated company-wide events and conferences, attracting industry experts and increasing brand visibility.
78. Negotiated: Negotiated contracts and agreements, resulting in cost savings and improved terms for the company.
79. Resolved: Resolved conflicts and issues within project teams, fostering a positive and collaborative work environment.

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80. Enforced: Enforced compliance with regulatory requirements, ensuring adherence to industry standards and guidelines.
81. Implemented: Implemented quality control measures, reducing product defects by 15%.
82. Analyzed: Analyzed financial data and prepared reports for senior management, providing insights for informed decision-making.
83. Recommended: Recommended process improvements and efficiency measures, resulting in a 20% reduction in operational costs.
84. Supervised: Supervised a team of customer service representatives, ensuring high levels of customer satisfaction.
85. Evaluated: Evaluated employee performance and provided constructive feedback, contributing to their professional growth.
86. Inspired: Inspired and motivated team members to achieve their full potential, fostering a positive work culture.
87. Empowered: Empowered employees to take ownership of their tasks and make independent decisions, improving productivity and efficiency.
88. Led: Led cross-functional project teams, ensuring successful project completion within budget and timelines.
89. Communicated: Communicated project updates and milestones to stakeholders, ensuring alignment and transparency.
90. Persuaded: Persuaded key stakeholders to adopt new strategies and initiatives, driving organizational change.
91. Coordinated: Coordinated logistics for company events and trade shows, ensuring smooth execution and positive brand representation.
92. Initiated: Initiated and executed cost-saving initiatives, resulting in a 10% reduction in operational expenses.
93. Strategized: Strategized and implemented marketing campaigns, resulting in a 30% increase in lead generation.

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94. Innovated: Innovated new product features and functionalities, leading to a 20% increase in customer satisfaction.
95. Cultivated: Cultivated relationships with strategic partners and suppliers, ensuring timely delivery of goods and services.
96. Identified: Identified market opportunities and developed business strategies, resulting in a 15% increase in market share.
97. Forecasted: Forecasted sales trends and projected revenues, assisting in resource planning and budgeting.
98. Directed: Directed and managed cross-functional teams, ensuring effective collaboration and achievement of project goals.
99. Drove: Drove revenue growth through targeted sales and marketing strategies, achieving a 25% increase in annual sales.
100. Transformed: Transformed outdated processes and systems, improving efficiency and reducing costs.

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