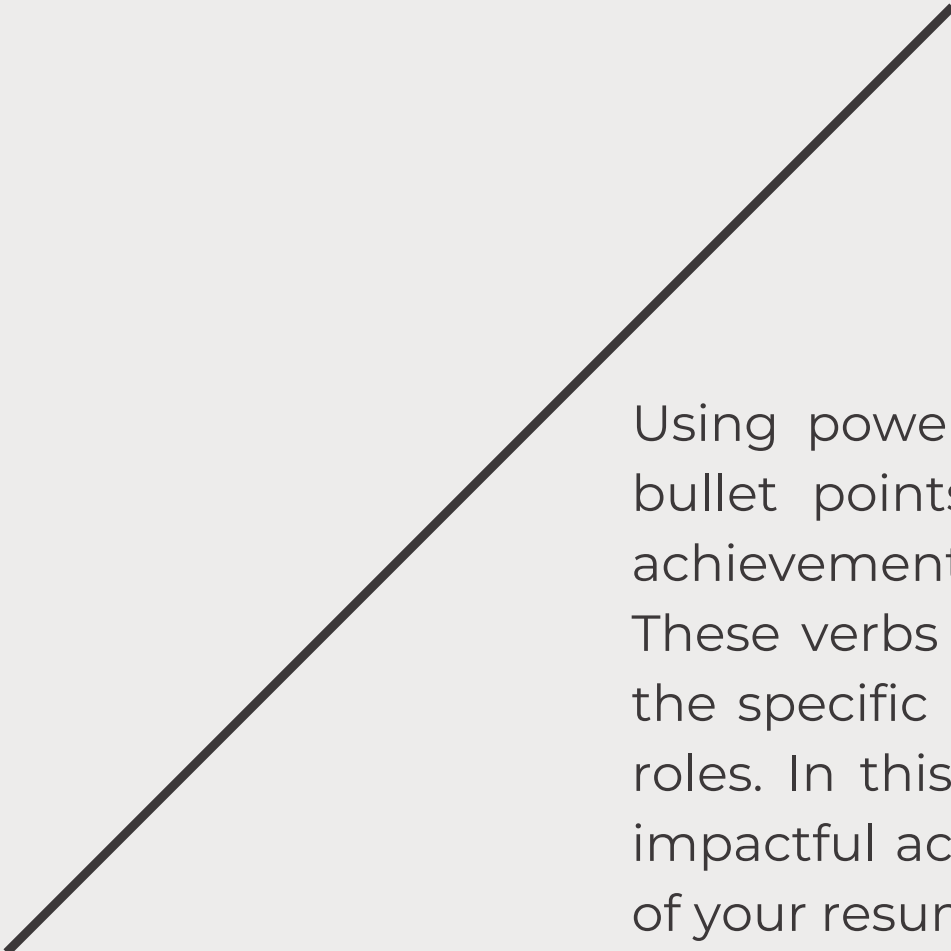


Cheat Sheet of Action Verbs to make your CV stand out



SYSTEMATIC3

Connect. Evolve. Amplify.



Using powerful action verbs in your resume bullet points is a great way to make your achievements and responsibilities stand out. These verbs add dynamism and demonstrate the specific actions you took in your previous roles. In this document you can find a list of impactful action verbs to enhance the impact of your resume. They are grouped amongst;

- *Communication Skills*
- *Leadership Skills*
- *Problem-Solving Skills*
- *Achievements and Results*
- *Teamwork and Interpersonal Skills*
- *Technical Skills*

Feel free to tailor your choice of action verbs to fit your specific achievements and responsibilities in each role. Try to use a variety to keep your resume engaging and dynamic.

Communication Skills:

- | | |
|----------------|---------------|
| ✓ Articulated | ✓ Illustrated |
| ✓ Authored | ✓ Interpreted |
| ✓ Clarified | ✓ Liaised |
| ✓ Communicated | ✓ Listened |
| ✓ Conveyed | ✓ Moderated |
| ✓ Corresponded | ✓ Persuaded |
| ✓ Documented | ✓ Presented |
| ✓ Drafted | ✓ Publicized |
| ✓ Edited | ✓ Synthesized |
| ✓ Enunciated | ✓ Translated |
| ✓ Expressed | ✓ Verbalized |
| ✓ Formulated | ✓ Wrote |

"I Documented system architecture and API endpoints to streamline onboarding for new developers and improve cross-team collaboration."

"I Synthesized complex user requirements into scalable software solutions, ensuring both functionality and performance optimization."

Leadership Skills:

- | | |
|----------------|----------------|
| ✓ Administered | ✓ Implemented |
| ✓ Championed | ✓ Initiated |
| ✓ Coordinated | ✓ Innovative |
| ✓ Delegated | ✓ Instituted |
| ✓ Directed | ✓ Led |
| ✓ Enabled | ✓ Managed |
| ✓ Executed | ✓ Orchestrated |
| ✓ Facilitated | ✓ Piloted |
| ✓ Guided | ✓ Spearheaded |
| ✓ Headed | ✓ Supervised |

“I Coordinated cross-functional teams to deliver new features within agile sprints.”

“Implemented a microservices architecture that reduced system downtime by 30%.”

Achievements and Results:

- | | |
|----------------|----------------|
| ✓ Accomplished | ✓ Gained |
| ✓ Achieved | ✓ Implemented |
| ✓ Attained | ✓ Maximized |
| ✓ Awarded | ✓ Outperformed |
| ✓ Completed | ✓ Produced |
| ✓ Delivered | ✓ Realized |
| ✓ Demonstrated | ✓ Secured |
| ✓ Enhanced | ✓ Succeeded |
| ✓ Exceeded | ✓ Surpassed |
| ✓ Excelled | ✓ Won |

"Delivered a high-traffic web application ahead of schedule, meeting all performance benchmarks."

"Succeeded in optimizing database queries, cutting average load times by 40%."

Problem-Solving Skills:

- | | |
|---------------|----------------|
| ✓ Analyzed | ✓ Improved |
| ✓ Anticipated | ✓ Innovated |
| ✓ Assembled | ✓ Investigated |
| ✓ Calculated | ✓ Modified |
| ✓ Diagnosed | ✓ Navigated |
| ✓ Discovered | ✓ Overcome |
| ✓ Engineered | ✓ Resolved |
| ✓ Evaluated | ✓ Simplified |
| ✓ Formulated | ✓ Solved |
| ✓ identified | |

"Analyzed system performance metrics to identify bottlenecks and guide optimization strategies."

"Simplified deployment workflows by automating CI/CD pipelines, reducing release time by 50%."

Teamwork and Interpersonal Skills

- ✓ Collaborated
- ✓ Cooperated
- ✓ Cooperated
- ✓ Empowered
- ✓ Encouraged
- ✓ Facilitated
- ✓ Fostered
- ✓ Influenced
- ✓ Mediated
- ✓ Negotiated
- ✓ Participated
- ✓ Partnered
- ✓ Respected
- ✓ Supported
- ✓ United

"Fostered a culture of code quality by introducing peer review practices and mentoring junior developers."

"Negotiated technical requirements with stakeholders to balance product vision with engineering constraints."

Technical Skills

✓ Configured

✓ Debugged

✓ Developed

✓ Engineered

✓ Installed

✓ Operated

✓ Optimized

✓ Programmed

✓ Troubleshoot

✓ Upgraded

“Developed a scalable RESTful API supporting over 1M requests per day.”

“Optimized memory usage in core algorithms, improving application efficiency by 25%.”