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If you were in charge of a project or initiative from start to finish, skip "led" and instead try:

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

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Instead of reciting your management duties, like "Led a team

O R

Whether you enforced protocol or managed your department's requests, describe what you really did, better, with these words:

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

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Did you hit your goals? Win a coveted department award? Don't forget to include that on your resume, with words like:

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