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List of 160 Power Words

Leadership Activities

Administered
Analyzed
Assigned
Chaired
Coordinated
Delegated
Developed
Directed
Improved
Increased
Influenced
Led
Organized
Oversaw
Pioneered
Planned
Prioritized
Produced
Recommended
Supervised
Transformed

Communication Activities

Arranged
Authored (Co-authored)
Curated
Drafted
Edited
Interpreted
Lectured
Mediated
Moderated

Negotiated
Persuaded
Presented
Promoted
Publicized
Reconciled
Recruited
Spoke
Translated
Wrote

Research Activities

Analyzed
Assessed
Clarified
Collected
Critiqued
Diagnosed
Evaluated
Examined
Extracted
Identified
Inspected
Interpreted
Interviewed
Investigated
Organized
Reviewed
Summarized
Surveyed
Systematized
Tested
Verified

Design Activities

Assembled
Aggregated
Built
Computed
Constructed
Created
Designed
Engineered
Maintained
Operated
Overhauled
Programmed
Prototyped
Convinced
Realized
Redesigned
Remodeled
Repaired
Solved
Upgraded

Teaching Activities

Advised
Clarified
Coached
Coordinated
Developed
Enabled
Encouraged
Evaluated
Explained
Instructed
Set goals
Trained

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Finance/Accounting Activities

Allocated
Analyzed
Assessed
Audited
Balanced
Budgeted
Calculated
Forecasted
Managed
Planned
Projected
Researched

Creative Activities

Acted
Conceptualized
Created
Designed
Developed
Directed
Founded

Illustrated
Introduced
Invented
Performed
Planned
Revitalized
Shaped

Assisting Activities

Assessed
Aggregated
Assisted
Augmented
Clarified
Collaborated
Diagnosed
Enabled
Expedited
Facilitated
Processed
Referred
Represented
Served
Supported

Administrative Activities

Approved
Arranged
Catalogued
Classified
Compiled
Dispatched
Executed
Expanded
Implemented
Inspected
Monitored
Operated
Organized
Prepared
Processed
Purchased
Reduced (e.g. costs)
Recorded
Specified
Validated

Samples of Success Language

Successfully...
...ultimately having the impact of...
...leading to...

Created the first...
Changed the way...
...was adopted across the organization...

Examples of Good Resume Phrasing

How you'd naturally say it:

"I helped develop an iOS app for a group of scientists."

How you'd say it on a resume:

"Collaborated with a team of x to develop an iOS app for the [some science group or organization] which was successfully launched in [date] and downloaded xxx in the first x months."

How you'd naturally say it:

"I raised $5,000 for a disaster relief fund."

How you'd say it on a resume:

"Spearheaded a $5,000 fundraising effort to assist victims of the [something] disaster by promoting the message through [something and something] and making direct appeals to xxx potential donors."

How you'd naturally say it:

"I did original research on the effect of gender in hiring decisions."

How you say it on a resume:

"Performed original research on the effect of gender in hiring decisions by collecting, analyzing, and summarizing xxx data points from [source of data] to assist in the research led by Dr. [Lastname] at [Some Institution]."

How you'd naturally say it:

"I organized and promoted concerts."

How you'd say it on a resume:

"Successfully planned, promoted, and coordinated x concerts, negotiating with artists, local media, and venue owners to produce the events and consistently attract xxx attendees."