

## Power Verbs for Resumes

These words will help you describe your job activities.

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accelerated	approximated	commissioned
accommodated	arbitrated	committed
accomplished	arranged	communicated
achieved	ascertained	compared
acquired	assembled	compiled
acted	assessed	composed
activated	assigned	computed
adapted	assisted	conceived
added	assisted	conceptualized
addressed	attained	conciliated
adjusted	attested	conducted
administered	audited	confirmed
admitted	augmented	consented
advanced	authored	consolidated
advertised	authorized	constructed
advised	automated	consulted
affected	balanced	contained
aided	brainstormed	contracted
alleviated	budgeted	contributed
allocated	built	controlled
allowed	calculated	converted
altered	calculated	convinced
ameliorated	cataloged	cooperated
amended	catalogued	coordinated
analyzed	centralized	correlated
anticipated	certified	corresponded
applied	chaired	counseled
appointed	charted	created
apportioned	clarified	critiqued
appraised	classified	customized
apprised	coached	cut
approached	collaborated	debugged
approved	collected	decided

deciphered  
decreased  
dedicated  
defined  
delegated  
delegated  
deliberated  
demonstrated  
designated  
designed  
determined  
devaluated  
developed  
devised  
diagnosed  
directed  
disbursed  
dispatched  
displayed  
distributed  
drafted  
eased  
eclipsed  
edited  
educated  
elevated  
elicited  
eliminated  
employed  
empowered  
enabled  
encouraged  
endorsed  
engineered  
enlarged  
enlisted  
enriched  
enumerated

envisioned  
established  
established  
estimated  
evaluated  
examined  
excelled  
exchanged  
executed  
exercised  
expanded  
expedited  
explained  
extended  
extracted  
fabricated  
facilitated  
familiarized  
fashioned  
figured  
finalized  
focused  
forecasted  
formulated  
founded  
fulfilled  
fund raised  
generated  
governed  
grew  
guaranteed  
guided  
headed  
hired  
identified  
illustrated  
implemented  
improved

improvised  
increased  
indexed  
indicated  
inferred  
influenced  
informed  
informed  
initiated  
innovated  
inspected  
inspired  
installed  
instituted  
instructed  
integrated  
interceded  
interpreted  
interviewed  
introduced  
invented  
investigated  
involved  
issued  
judged  
justified  
launched  
lead  
lectured  
led  
licensed  
lightened  
linked  
maintained  
managed  
manipulated  
marketed  
measured

mediated  
merchandised  
minimized  
mobilized  
modeled  
moderated  
modernized  
modified  
monitored  
motivated  
multiplied  
negotiated  
obtained  
officiated  
operated  
orchestrated  
organized  
originated  
overhauled  
participated  
perceived  
performed  
persuaded  
pioneered  
planned  
polished  
prepared  
prescribed  
presented  
presided  
prioritized  
problem solved  
processed  
procured  
produced  
programmed  
projected  
promoted

proposed  
provided  
publicized  
published  
purchased  
queried  
questioned  
raised  
rated  
realized  
recommended  
reconciled  
recorded  
recruited  
rectified  
reduced  
referred  
refined  
reformed  
regarded  
regulated  
rehabilitated  
reinforced  
rejuvenated  
related  
relieved  
remedied  
remodeled  
renewed  
repaired  
reported  
represented  
researched  
reserved  
resolved  
restored  
restructured  
retrieved

revamped  
reversed  
reviewed  
revised  
revitalized  
revived  
sanctioned  
satisfied  
saved  
scanned  
scheduled  
screened  
scrutinized  
secured  
selected  
served  
set goals  
settled  
shaped  
smoothed  
solicited  
solved  
sought  
spearheaded  
specified  
spoke  
staffed  
standardized  
stimulated  
strengthened  
studied  
submitted  
substantiated  
suggested  
summarized  
supervised  
supplemented  
surveyed

sustained  
synthesized  
systematized  
tabulated  
tailored  
taught  
team built  
traced

trained  
transacted  
transformed  
translated  
transmitted  
trimmed  
updated  
upgraded

validated  
valued  
verified  
visualized  
wrote

## **PLANNING SKILLS**

Conceived	Developed	Established
Formed	Innovated	Justified
Planned	Scheduled	Estimated
Created	Devised	Organized
Formulated	Instituted	Transformed
Projected	Solved	Experimented
Designed	Engineered	Originated
Initiated	Invented	
Revised	Systemized	

## **DIRECTING EMPLOYEES**

Administered	Guided	Specified
Determined	Prescribed	Decided
Ordered	Conducted	Led
Approved	Headed	Supervised
Directed	Regulated	Delegated
Oversaw	Controlled	Managed
Authorized	Instructed	Trained

## **ASSUMING RESPONSIBILITY:**

Achieved	Produced	Sold
Developed	Attended	Collected
Operated	Gathered	Initiated
Adopted	Received	Transacted
Doubled	Audited	Compiled
Overcome	Halted	Installed
Arranged	Reduced	Tripled
Established	Built	Constructed
Performed	Handled	Integrated
Assembled	Reviewed	Used
Evaluated	Checked	Described
Prepared	Improved	Maintained
Assumed	Simplified	
Experienced	Classified	

## **ACTION VERBS THAT EMBODY AN ABILITY TO PROVIDE EFFECTIVE SERVICE:**

Carried out  
Explained  
Provided  
Committed  
Facilitated  
Purchased  
Delivered  
Furnished

Rewrote  
Demonstrated  
Generated  
Sent  
Earned  
Inspected  
Serviced  
Exchanged

Installed  
Submitted  
Expanded  
Issued  
Transmitted  
Expedited  
Procured  
Wrote

#### **INTERACTIVE SKILLS:**

Advised  
Counseled  
Presented  
Aided  
Helped  
Promoted  
Apprised  
Informed  
Recommended

Clarified  
Inspired  
Represented  
Conferred  
Interpreted  
Resolved  
Consulted  
Interviewed  
Suggested

Contributed  
Mediated  
Unified  
Cooperated  
Negotiated  
Coordinated  
Participated

#### **ANALYTICAL/RESEARCH SKILLS:**

Analyzed  
Evaluated  
Reviewed  
Assessed  
Correlated  
Proved  
Discovered  
Researched

Familiarized  
Searched  
Calculated  
Investigated

Studied  
Computed  
Observed  
Verified