

Power Verbs for Resumes

These words will help you describe your job activities.

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