

Power verbs for your resume

Planning

Example: *Developed & implemented a training program that resulted in a 45% increase in employee satisfaction*

Administered	Evaluated	Prioritized
Anticipated	Forecasted	Researched
Commissioned	Formulated	Reserved
Determined	Identified	Revised
Developed	Observed	Strategize
Devised	Planned	Studied
	Prepared	Tailored

Organizing

Example: *Coordinated weekly office schedules for 8 employees*

Acquired	Contracted	Obtained
Activated	Coordinated	Ordered
Adjusted	Customized	Organized
Allocated	Delegated	Procured
Altered	Designated	Programmed
Appointed	Designed	Recruited
Arranged	Dispatched	Rectified
Assembled	Established	Retrieved
Assessed	Facilitated	Routed
Assigned	Housed	Scheduled
Authorized	Implemented	Secured
Cataloged	Incorporated	Selected
Centralized	Instituted	Simplified
Charted	Issued	Sought
Classified	Linked	Straightened
Collected	Logged	Suggested
Committed	Mapped out	Tracked
Confirmed	Neatened	Tracked

Executing

Example: *Handled 20-35+ customer calls per shift regarding coverage changes, renewal rates and billing procedures*

Acted	Displayed	Input
Administered	Distributed	Installed
Carried out	Entered	Labored
Collected	Exercised	Merchandised
Completed	Forwarded	Operated
Conducted	Handled	Performed

Processed
Produced
Proofed

Prospected
Proved
Shipped

Sold
Stocked
Transacted

Supervising

Example: *Developed and supervised the implementation of new computer filing system that reduced paper use by 35%*

Adjusted
Analyzed
Apportioned
Assessed
Certified
Compared
Controlled
Corrected
Correlated
Developed
Discovered
Established
Examined
Explored

Graded
Indexed
Inspected
Judged
Licensed
Maintained
Measured
Modified
Monitored
Officiated
Overhauled
Oversaw
Policed
Prohibited

Refined
Regulated
Reviewed
Revised
Screened
Scrutinized
Set
Supervised
Supplied
Tightened
Traced
Updated

Leading

Example: *Trained 20+ new employees in customer service policies over a 2-year period*

Accelerated
Assumed
Caused
Chaired
Changed
Conducted
Directed
Disproved
Elected
Employed
Empowered
Encouraged
Enlisted

Envisioned
Fostered
Founded
Guided
Hired
Influenced
Initiated
Inspired
Involved
Led
Managed
Mentored
Motivated

Originated
Pioneered
Promoted
Raised
Recognized for
Set goals
Spearheaded
Stimulated
Strengthened
Supervised
Trained
Transformed
Visualized

Getting Results

Example: *Increased student participation by 25% over a 6-month period*

Accomplished
Achieved
Added

Advanced
Attained
Augmented

Boosted
Built
Combined

Completed	Finalized	Modernized
Consolidated	Fulfilled	Obtained
Constructed	Gained	Opened
Contributed	Generated	Orchestrated
Delivered	Grew	Overcame
Demonstrated	Guaranteed	Prevailed
Diminished	Hastened	Produced
Earned	Heightened	Qualified
Eclipsed	Improved	Realized
Eliminated	Increased	Received
Enjoyed	Innovated	Reduced (losses)
Enlarged	Integrated	Rejuvenated
Enlisted	Introduced	Renovated
Ensured	Invented	Restored
Excelled	Joined	Targeted
Expanded	Launched	Uncovered
Expedited	Lightened	
Extended	Minimized	

Problem Solving

Example: *Streamlined ordering using computer technology, decreasing wait time from 6-2 days*

Alleviated	Detected	Repaired
Analyzed	Diagnosed	Revamped
Brainstormed	Engineered	Revitalized
Collaborated	Foresaw	Revived
Conceived	Formulated	Satisfied
Conceptualized	Found	Solved
Created	Investigated	Synthesized
Debugged	Recommended	Theorized
Decided	Remedied	
Deciphered	Remodeled	

Quantitative

Example: *converted files from COBAL to JAVA to increase compatibility with current systems*

Accounted for	Computed	Financed
Appraised	Conserved	Grossed
Approximated	Converted	Increased
Audited	Counted	Inventoried
Balanced	Dispensed	Maximized
Budgeted	Dispersed	Multiplied
Calculated	Earned	Netted
Checked	Enumerated	Profited
Compiled	Estimated	Projected
Compounded	Figured	Purchased

Quantified
Rated
Reconciled

Recorded
Reduced
Tabulated

Totaled

Communicating

Example: *Presented to groups of 30+ transfer students on a weekly basis concerning university policies and procedures*

Acted
Adapted
Addressed
Admitted
Allowed
Amended
Arbitrated
Argued
Ascertained
Attested
Briefed
Clarified
Cleared up
Closed
Communicated
Composed
Concluded
Consented
Consulted
Convinced
Corresponded
Critiqued
Dedicated
Defined
Deliberated
Demonstrated
Drafted
Dramatized
Edited
Educated

Elicited
Explained
Extracted
Fabricated
Fashioned
Greeted
Highlighted
Illustrated
Improvised
Indicated
Inferred
Informed
Instructed
Interpreted
Interviewed
Justified
Lectured
Marketed
Mediated
Moderated
Negotiated
Perceived
Persuaded
Presented
Publicized
Queried
Questioned
Referred
Reinforced
Related

Rendered
Reported
Represented
Revealed
Sanctioned
Settled
Shaped
Smoothed
Sold
Solicited
Specified
Spoke
Submitted
Substantiated
Suggested
Summarized
Supplemented
Supported
Surveyed
Synthesized
Systematized
Taught
Tested
Translated
Transmitted
Verified
Welcomed
Wrote

Helping

Example: *Provided academic support for 30+ at-risk primary school students through comprehensive after-school program*

Accommodated
Advised
Aided

Alleviated
Assisted
Assured

Bolstered
Coached
Continued

Cooperated
Counseled
Dealt
Eased
Elevated
Enabled
Endorsed
Enhanced
Enriched

Familiarized
Helped
Interceded
Mobilized
Modeled
Polished
Prescribed
Protected
Provided

Rehabilitated
Relieved
Rescued
Returned
Saved
Served
Sustained
Tutored
Validated