

POWER/ACTION VERBS

When writing your resume, ask yourself: Did I...?

accelerated accomplished achieved addressed administered advised allocated answered
appeared *applied* appointed appraised approved arranged *assessed* assigned assisted assumed
assured audited awarded

bought briefed broadened brought budgeted *built*

catalogued *categorized* caused changed chaired clarified classified closed *collected* combined
commented communicated compared compiled completed *computed* conceived concluded
conducted conceptualized considered consolidated constructed consulted continued contracted
contributed controlled converted *coordinated* corrected counseled counted created critiqued cut

dealt decided defined delegated delivered demonstrated described designed determined
developed devised diagnosed *digitized* directed discussed distributed documented doubled
drafted

earned *edited* effected eliminated encouraged endorsed enlarged enlisted ensured entered
established estimated evaluated *examined* executed expanded expedited experienced
experimented explained explored expressed extended

filed filled financed focused forecast formulated found founded

gathered generated graded granted guided

halved handled helped

identified implemented improved incorporated increased indexed initiated influenced innovated
inspected installed instituted instructed insured *interpreted* interviewed introduced invented
invested investigated involved issued

joined

kept

launched learned leased lectured led licensed listed *logged*

made *maintained* managed *mapped* matched measured mediated met *modeled* modified
monitored motivated moved

named navigated negotiated

observed opened operated ordered *organized* oversaw

participated perceived performed persuaded planned *prepared* presented *processed* procured
programmed prohibited projected promoted *proposed* provided published purchased pursued

qualified questioned

raised ranked rated realized received recommended reconciled *recorded* recruited redesigned
reduced regulated rehabilitated related reorganized repaired replaced replied reported
represented *researched* resolved responded restored revamped reviewed revise

saved scheduled selected served serviced set set-up shaped shared showed simplified sold
solved sorted sought sparked *specified* spoke staffed started streamlined strengthened stressed
stretched structured studied submitted substituted succeeded suggested *summarized*
superseded supervised *surveyed* systematized

tackled targeted taught terminated *tested* took toured traced tracked traded *trained* transferred
transcribed transformed translated transported traveled treated trimmed tripled turned tutored

umpired uncovered understood understudied unified unraveled *updated* upgraded used
utilized

verbalized *verified* visited

waged weighed widened won worked *wrote*

More power suggestions: Nouns & Adverbs

ability
capable capability capacity competence competent complete completely consistent
contributions demonstrated developing
educated efficient effective effectiveness enlarging equipped excellent exceptional expanding
experienced
global
increasing
knowledgeable
major mature maturity
nationwide
outstanding
performance positive potential productive proficient profitable proven
qualified
record repeatedly resourceful responsible results
significant significantly sound specialist substantial substantially successful stable
thorough thoroughly
versatile vigorous
well-educated well-rounded worldwide

Remember to:

- Ensure that your verb tenses *match* the dates of your experience.
- Use a selection of verbs to demonstrate your range of responsibilities.
- Also consider verbs not included in this list.

Need help?

Schedule a career advising appointment by calling us at 232-7673.