

Power Verbs For Your Resume

Planning

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

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

Organizing

Example: Coordinated weekly office schedules for 8 departmental employees

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

Executing

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

Acted	Displayed	Input	Processed	Sold
Administered	Distributed	Installed	Produced	Stocked
Carried out	Entered	Labored	Proofed	Transacted
Collected	Exercised	Merchandised	Prospected	
Completed	Forwarded	Operated	Proved	
Conducted	Handled	Performed	Shipped	

Supervising

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

Adjusted	Correlated	Indexed	Overhauled	Screened
Analyzed	Developed	Judged	Oversaw	Set
Apportioned	Discovered	Licensed	Policed	Scrutinized
Assessed	Established	Maintained	Prohibited	Supervised
Certified	Examined	Measured	Refined	Supplied
Compared	Explored	Modified	Regulated	Tightened
Controlled	Graded	Monitored	Reviewed	Traced
Corrected	Inspected	Officiated	Revised	Updated

Leading

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

Accelerated	Elected	Guided	Mentored	Spearheaded
Assumed	Employed	Hired	Motivated	Stimulated
Caused	Empowered	Influenced	Originated	Strengthened
Chaired	Encouraged	Initiated	Pioneered	Supervised
Changed	Enlisted	Inspired	Promoted	Trained
Conducted	Envisioned	Involved	Raised	Transformed
Directed	Fostered	Led	Recognized for	Visualized
Disproved	Founded	Managed	Set goals	

Getting Results

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

Accomplished	Constructed	Ensured	Hastened	Minimized	Reduced
--------------	-------------	---------	----------	-----------	---------

Achieved	Contributed	Excelled	Heightened	Modernized	Rejuvenated
Added	Delivered	Expanded	Improved	Obtained	Renovated
Advanced	Demonstrated	Expedited	Increased	Opened	Restored
Attained	Diminished	Extended	Innovated	Orchestrated	Targeted
Augmented	Earned	Finalized	Integrated	Overcame	Uncovered
Boosted	Eclipsed	Fulfilled	Introduced	Prevailed	
Built	Eliminated	Gained	Invented	Produced	
Combined	Enlarged	Generated	Joined	Qualified	
Completed	Enjoyed	Grew	Launched	Realized	
Consolidated	Enlisted	Guaranteed	Lightened	Received	

Problem Solving

Example: Streamlined ordering through the use of computer technology, decreasing wait time from 6-2 days

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

Quantitative

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

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

Communicating

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

Acted	Consented	Elicited	Justified	Rendered	Summarized
Adapted	Concluded	Explained	Lectured	Reported	Supplemented
Admitted	Convinced	Extracted	Marketed	Represented	Supported
Addressed	Consulted	Fabricated	Mediated	Revealed	Surveyed
Allowed	Corresponded	Fashioned	Moderated	Sanctioned	Synthesized
Amended	Critiqued	Greeted	Negotiated	Settled	Systematized
Arbitrated	Debated	Highlighted	Perceived	Shaped	Tested
Ascertained	Dedicated	Illustrated	Persuaded	Smoothed	Taught
Attested	Defined	Improvised	Presented	Specified	Translated
Briefed	Deliberated	Indicated	Publicized	Spoke	Transmitted
Clarified	Demonstrated	Inferred	Queried	Sold	Verified
Cleared up	Drafted	Informed	Questioned	Solicited	Welcomed
Closed	Dramatized	Instructed	Referred	Submitted	Wrote
Communicated	Edited	Interpreted	Reinforced	Substantiated	
Composed	Educated	Interviewed	Related	Suggested	

Helping

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

Aided	Bolstered	Eased	Familiarized	Provided	Saved
Accommodated	Coached	Elevated	Interceded	Protected	Served
Advised	Continued	Enabled	Mobilized	Rehabilitated	Sustained
Alleviated	Cooperated	Endorsed	Modeled	Relieved	Tutored
Assisted	Counseled	Enhanced	Polished	Rescued	Validated
Assured	Dealt	Enriched	Prescribed	Returned	