



## POWER VERBS

The following is a list of power verbs to use when describing your previous accomplishments and job duties. Try to vary the verbs that you use in the preparation of your resume.

### Management Skills

Accelerated	Considered	Excelled	Pioneered
Accomplished	Consolidated	Executed	Planned
Achieved	Constructed	Expanded	Presided
Activated	Contracted	Fostered	Prevailed
Added	Contributed	Governed	Prioritized
Adjusted	Controlled	Grew	Produced
Administered	Coordinated	Guarded	Recognized
Advanced	Corrected	Hired	Recommended
Analyzed	Defused	Improved	Reorganized
Anticipated	Delegated	Increased	Restructured
Appointed	Designated	Inspired	Reviewed
Assigned	Developed	Launched	Rewarded
Attained	Directed	Led	Scheduled
Authorized	Diversified	Maximized	Staffed
Averted	Effectuated	Mentored	Started
Awarded	Elected	Merged	Strengthened
Boasted	Employed	Minimized	Succeeded
Chaired	Endorsed	Orchestrated	Supervised
Challenged	Enforced	Organized	Surpassed
Changed	Ensured	Oversaw	Synthesized
Completed	Evaluated	Penned	Terminated
Conducted	Exceeded	Pinpointed	Thrived

### Communication Skills

Acquainted	Debated	Formulated	Proposed
Addressed	Defined	Gathered	Publicized
Advertised	Described	Highlighted	Recognized
Altered	Detailed	Inferred	Reported
Amended	Developed	Influenced	Requested
Apprised	Directed	Interpreted	Resolved
Arbitrated	Dispensed	Issued	Responded
Arranged	Documented	Justified	Rewarded
Authored	Drafted	Lectured	Thanked
Briefed	Edited	Lobbied	Translated
Collaborated	Elaborated	Mediated	Reconciled
Contacted	Elicited	Moderated	Recruited
Conveyed	Emphasized	Named	Translated
Convinced	Enforced	Negotiated	Wrote
Correlated	Enlisted	Persuaded	
Corresponded	Focused	Presented	
Cultivated	Formalized	Promoted	

### **Research Skills**

Accessed	Diagnosed	Identified	Reviewed
Achieved	Discovered	Inspected	Searched
Clarified	Evaluated	Interpreted	Studied
Collected	Examined	Interviewed	Submitted
Combined	Experimented	Observed	Summarized
Compared	Explored	Organized	Surveyed
Conducted	Extracted	Preserved	Systematized
Critiqued	Extrapolated	Probed	Traced
Determined	Gathered	Proved	Tracked

### **Technical Skills**

Accelerated	Computed	Mobilized	Restored
Accessed	Converted	Modernized	Revamped
Accomplished	Designed	Modified	Revolutionized
Acquired	Detected	Operated	Routed
Advanced	Determined	Overhauled	Saved
Anticipated	Devised	Prevented	Secured
Applied	Engineered	Programmed	Solved
Assembled	Fabricated	Protected	Stabilized
Augmented	Installed	Reengineered	Streamlined
Automated	Launched	Refined	Terminated
Averted	Licensed	Remodeled	Tested
Built	Maintained	Repaired	Upgraded
Calculated	Mastered	Replaced	

### **Teaching Skills**

Accelerated	Communicated	Taught	Instructed
Acquainted	Coordinated	Tended	Persuaded
Adapted	Demystified	Encouraged	Set goals
Advanced	Detailed	Evaluated	Stimulated
Advised	Developed	Explained	Trained
Boasted	Enabled	Facilitated	
Clarified	Enhanced	Guided	
Coached	Inspired	Informed	

### **Financial Skills**

Administered	Forecasted	Doubled	Quadrupled
Allocated	Managed	Earned	Quantified
Analyzed	Marketed	Eliminated	Raised
Appraised	Planned	Exceeded	Reduced
Audited	Projected	Finalized	Reengineered
Balanced	Researched	Financed	Restructured
Budgeted	Achieved	Gained	Stretched
Calculated	Anticipated	Grew	
Computed	Decreased	Predicted	
Developed	Deduced	Procured	

### **Creative Skills**

Acted	Eliminated	Integrated	Reversed
Applied	Enhanced	Introduced	Revised
Composed	Established	Invented	Revitalized
Conceived	Experimented	Modeled	Revolutionized
Conceptualized	Formed	Modified	Shaped
Constructed	Founded	Orchestrated	Staged
Created	Illustrated	Originated	Strengthened
Customized	Improvised	Performed	Tailored
Designed	Incorporated	Planned	Targeted
Developed	Initiated	Published	
Directed	Innovated	Redesigned	
Drew	Instituted	Reengineered	

### **Helping Skills**

Acquainted	Cooperated	Facilitated	Referred
Aided	Counseled	Familiarized	Rehabilitated
Altered	Cultivated	Fostered	Represented
Assessed	Demonstrated	Guided	Requested
Assisted	Devoted	Helped	Saved
Clarified	Diagnosed	Mentored	Supplemented
Coached	Educated	Motivated	Supported
Combined	Employed	Obtained	Tended
Conserved	Ensured	Participated	Treated
Consulted	Expanded	Provided	

### **Clerical or Detail Skills**

Added	Handled	Supplied
Amended	Implemented	Supported
Approved	Inspected	Systemized
Arranged	Joined	Tabulated
Boosted	Logged	Transferred
Catalogued	Mastered	Validated
Classified	Monitored	
Collected	Operated	
Compiled	Ordered	
Conserved	Organized	
Copied	Practiced	
Corrected	Prepared	
Discovered	Processed	
Dispatched	Purchased	
Dispensed	Received	
Distributed	Recorded	
Ensured	Registered	
Executed	Regulated	
Followed	Retrieved	
Generated	Screened	
Guarded	Specified	