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 Strategize Studied Commissioned Evaluated Observed Researched Determined Forecasted Planned Reserved **Tailored**

Organizing

Example: Coordinated weekly office schedules for 8 employees

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

Executing

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

ActedDisplayedInputProcessedSoldAdministeredDistributedInstalledProducedStockedCarried outEnteredLaboredProofedTransacted

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 use by 35%

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

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 Originated Strengthened Caused **Empowered** Influenced Chaired Encouraged Initiated Pioneered Supervised Changed Enlisted Inspired Promoted Trained Conducted Envisioned Involved Raised Transformed Recognized for Directed Fostered Led Visualized

Disproved Founded Managed Set goals

Power Verbs For Your Resume

Launched

Lightened

Remodeled

Profited

Realized

Received

Satisfied

Reduced

Tabulated

Totaled

Getting Results

Example: Increased student participation by 25% over a 6-month period Ensured Accomplished Constructed Hastened Minimized Reduced (losses) Achieved Contributed Excelled Heightened Modernized Reiuvenated Renovated Added Delivered Expanded **Improved** Obtained Advanced Demonstrated Expedited Increased Opened Restored Attained Diminished Extended Innovated Orchestrated Targeted Uncovered Augmented Earned Finalized Integrated Overcame **Boosted Eclipsed** Introduced Prevailed Fulfilled Built Eliminated Gained Invented Produced Combined Enlarged Generated Joined **Oualified**

Problem Solving

Enjoyed

Enlisted

Deciphered

Counted

Completed

Consolidated

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

Grew

Guaranteed

Formulated

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

Ouantitative

Conceived

Calculated

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

Accounted for Checked Dispensed Grossed Projected **Appraised** Compiled Dispersed Increased Purchased Compounded Earned **Ouantified** Approximated Inventoried Audited Computed Rated Enumerated Maximized Balanced Conserved Estimated Multiplied Reconciled Budgeted Converted Figured Netted Recorded

Financed

Communicating

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

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

Cleared up Dramatized Instructed Referred Submitted Wrote Closed Edited Interpreted Reinforced Substantiated Communicated 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	Prescribed	Returned
Accommodated	Coached	Elevated	Helped	Provided	Saved
Advised	Continued	Enabled	Interceded	Protected	Served
Alleviated	Cooperated	Endorsed	Mobilized	Rehabilitated	Sustained
Assisted	Counseled	Enhanced	Modeled	Relieved	Tutored
Assured	Dealt	Enriched	Polished	Rescued	Validated