



Power Verbs for Your Resume

Organizing

Example: Coordinated weekly office schedules for 8 employees

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

Helping

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

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

Planning

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

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



Leading

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

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

Supervising

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

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

Problem Solving

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

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



Getting Results

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

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

Quantitative

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

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



Executing

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

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

Communicating

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

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