

# POWER VERBS FOR RÉSUMÉS & COVER LETTERS

## **PLANNING & ADMINISTRATIVE**

Administered  
Anticipated  
Arranged  
Commissioned  
Developed  
Devised  
Edited  
Evaluated  
Forecasted  
Formulated  
Identified  
Observed  
Organized  
Planned  
Processed  
Prepared  
Prioritized  
Researched  
Recorded  
Revised  
Screened  
Strategized  
Tailored  
Validated

## **ORGANIZING**

Acquired  
Activated  
Adjusted  
Allocated  
Altered  
Appointed  
Arranged  
Assembled  
Assessed  
Assigned  
Authorized  
Catalogued  
Confirmed  
Coordinated  
Customized

Delegated  
Designed  
Established  
Facilitated  
Implemented  
Incorporated  
Obtained  
Procured  
Recruited  
Rectified  
Scheduled  
Simplified  
Tracked

## **EXECUTING**

Accomplished  
Administered  
Carried out  
Collected  
Completed  
Conducted  
Displayed  
Distributed  
Entered  
Exercised  
Input  
Installed  
Operated  
Prepared  
Performed  
Processed  
Produced  
Proofed  
Prospected

## **SUPERVISING & LEADING**

Accelerated  
Adjusted  
Assessed  
Certified  
Chaired  
Conducted  
Corrected

Empowered  
Enlisted  
Established  
Examined  
Explored  
Influenced  
Inspected  
Inspired  
Managed  
Maintained  
Measured  
Mentored  
Monitored  
Motivated  
Overhauled  
Oversaw  
Pioneered  
Refined  
Regulated  
Reviewed  
Screened  
Strengthened  
Supervised  
Trained  
Transformed  
Updated  
Visualized

## **GETTING RESULTS**

Accomplished  
Achieved  
Aided  
Advanced  
Attained  
Augmented  
Boosted  
Combined  
Completed  
Consolidated  
Constructed  
Contributed  
Delivered  
Demonstrated

Earned  
Eliminated  
Earned  
Enlarged  
Enlisted  
Ensured  
Excelled  
Expanded  
Expedited  
Extended  
Finalized  
Fulfilled  
Gained  
Generated  
Heightened  
Improved  
Increased  
Innovated  
Integrated  
Introduced  
Launched  
Minimized  
Obtained  
Orchestrated  
Produced  
Qualified  
Reduced  
Restored  
Uncovered

## **PROBLEM SOLVING**

Alleviated  
Analyzed  
Collaborated  
Conceived  
Conceptualized  
Created  
Detected  
Diagnosed  
Engineered  
Formulated  
Investigated

## *Power Verbs for Résumés & Cover Letters*

Recommended  
Predicted  
Repaired  
Revamped  
Revitalized  
Revived  
Satisfied  
Solved  
Synthesized  
Theorized

### **QUANTITATIVE**

Appraised  
Audited  
Balanced  
Budgeted  
Compiled  
Computed  
Conserved  
Dispensed  
Dispersed  
Estimated  
Financed  
Grossed  
Increased  
Inventoried  
Maximized  
Netted  
Profited  
Projected  
Purchased  
Quantified  
Reconciled  
Recorded  
Reduced  
Tabulate  
Totaled

### **COMMUNICATING**

Addressed  
Arbitrated  
Argued  
Ascertained  
Attested  
Authored

Collaborated  
Clarified  
Cleared up  
Corresponded  
Composed  
Concluded  
Convinced  
Consulted  
Corresponded  
Critiqued  
Defined  
Developed  
Demonstrated  
Drafted  
Edited  
Extracted  
Illustrated  
Instructed  
Marketed  
Negotiated  
Persuaded  
Presented  
Publicized  
Questioned  
Reinforced  
Reported  
Revealed  
Shaped  
Specified  
Summarized  
Supplemented  
Supported  
Synthesized  
Tested  
Translated  
Verified

### **HELPING & TEACHING**

Aided  
Accommodated  
Adapted  
Advised  
Assisted

Clarified  
Coached  
Cooperated  
Coordinated  
Counseled  
Demystified  
Developed  
Eased  
Enabled  
Enhanced  
Enabled  
Encouraged  
Evaluated  
Facilitated  
Guided  
Instructed  
Mobilized  
Modeled  
Persuaded  
Provided  
Rehabilitated  
Served  
Stimulated  
Sustained  
Trained  
Tutored  
Validated

### **TECHNICAL**

Assembled  
Built  
Calculated  
Computed  
Configured  
Designed  
Devised  
Engineered  
Fabricated  
Installed  
Maintained  
Operated  
Overhauled  
Programmed  
Remodeled  
Repaired

Retrieved  
Solved  
Upgraded

### **CREATIVE**

Conceptualized  
Created  
Customized  
Designed  
Developed  
Directed  
Established  
Fashioned  
Founded  
Illustrated  
Initiated  
Instituted  
Integrated  
Introduced  
Invented  
Organized  
Performed  
Planned  
Revitalized  
Shaped

### **RESEARCH**

Clarified  
Collected  
Critiqued  
Diagnosed  
Evaluated  
Examined  
Extracted  
Identified  
Inspected  
Interpreted  
Interviewed  
Investigated  
Organized  
Reviewed  
Summarized  
Surveyed  
Systematized