

Power Verbs For Resumes

To assist you in describing your educational and employment experiences, go through the list and see which ones you can use to give a punch to your resume.

Communication/People Skills

| | | | | | | |
|--|--|--|--|---|---|---|
| Addressed Advertised Arbitrated Argued Arranged Articulated Authored Briefed Clarified Closed Collaborated Communicated | Composed Concluded Condensed Conferred Consulted Contracted Conveyed Convinced Corresponded Created Debated Defined | Developed Directed Discussed Dispatched Distinguished Drafted Edited Elicited Enlisted Explained Expressed Formulated | Furnished Helped Identified Incorporated Influenced Interacted Interpreted Interviewed Involved Joined Judged Led | Lectured Listened Manipulated Marketed Mediated Moderated Motivated Merged Negotiated Observed Obtained Outlined | Participated Persuaded Presented Promoted Proposed Publicized Read Reasoned Reconciled Recruited Referred Reinforced | Reported Resolved Responded Sold Solicited Specified Spoke Suggested Summarized Synthesized Translated Wrote |
|--|--|--|--|---|---|---|

Creative/Innovation Skills

| | | | | | | |
|--|--|---|---|--|---|--|
| Abstracted Accentuated Acted Adapted Advertised Animated Began Brainstormed Captivated Combined | Composed Conceived Condensed Crafted Created Customized Designed Developed Devised Differentiated | Directed Displayed Drafted Drew Enhanced Entertained Envisioned Established Explored Fashioned | Formulated Founded Generated Illustrated Imagined Improvised Initiated Innovated Integrated Introduced | Invented Launched Marketed Memorized Modeled Modernized Modified Originated Painted Perceived | Performed Personalized Photographed Pioneered Planned Published Redesigned Remodeled Revised Revitalized | Shaped Showcased Sketched Solidified Solved Summarized Storyboarded Translated Visualized Wrote |
|--|--|---|---|--|---|--|

Management/Leadership Skills

| | | | | | | |
|---|--|---|--|---|---|---|
| Accentuated Achieved Administered Advanced Advocated Analyzed Appointed Approved Assigned Attained Bolstered Caused Chaired | Championed Changed Considered Consolidated Contained Contracted Controlled Converted Coordinated Created Cut Decided Delegated | Developed Directed Doubled Eliminated Emphasized Employed Empowered Enforced Enhanced Envisioned Established Evaluated Executed | Expanded Fine Tuned Founded Generated Handled Headed Hired Hosted Implemented Improved Incorporated Increased Influenced | Initiated Inspected Instituted Led Managed Merged Moderated Motivated Navigated Organized Originated Overhauled Oversaw | Performed Planned Presided Prioritized Produced Quadrupled Recommended Recovered Recruited Reorganized Replaced Restored Restructured Reviewed | Salvaged Saved Scheduled Secured Selected Streamlined Strengthened Supervised Terminated Trained Transformed Tripled Troubleshoot Vended |
|---|--|---|--|---|---|---|

Data/Financial Skills

| | | | | | | |
|---|---|--|---|---|---|---|
| Accounted Adjusted Administered Allocated Analyzed Appraised Approved Approximated Assessed | Audited Balanced Budgeted Calculated Certified Charged Checked Claimed Compounded | Computed Conserved Corrected Counted Decreased Detailed Determined Developed Dispensed | Dispersed Estimated Earned Extracted Figured Financed Forecasted Grossed Increased Speed | Inventoried Maintained accuracy Managed Marketed Maximized Measured Multiplied Netted | Organized Planned Prepared Programmed Profited Projected Purchased Qualified Quantified Reconciled | Reduced Researched Retrieved Solved Tested Totaled Trimmed Upgraded Underwrote Yielded |
|---|---|--|---|---|---|---|

Manual Skills

| | | | | | | |
|-------------------------------|------------------------------------|--------------------------------------|-----------------------|--|--|---|
| Aligned Assembled Bound | Built Constructed Controlled | Coordinated Dismantled Drilled | Drove Fed Fixed | Handled Lifted Moved Operated | Performed Pulled Punched Repaired | Serviced Set-up Skilled Tended |
|-------------------------------|------------------------------------|--------------------------------------|-----------------------|--|--|---|

Helping Skills

| | | | | | | |
|--|--|---|--|---|--|---|
| Accommodated Adapted Adjusted Advised Advocated Aided Alleviated Answered Arbitrated Arranged | Assessed Assisted Assured Attended Augmented Backed Bolstered Cared Clarified Coached | Collaborated Consoled Contributed Cooperated Counseled Demonstrated Developed Developed sensitivity Diagnosed Directed | Eased Educated Elevated Encouraged Endorsed Ensured Expedited Facilitated Familiarized Fostered | Furthered Guided Helped Integrated Insured Interceded Intervened Led Listened Mentored | Mobilized Motivated Perceived Preventive Protected Provided Referred Rehabilitated Related Rendered | Represented Resolved Safeguarded Served Simplified Spoke Supplied Supported Used teamwork approach Volunteered |
|--|--|---|--|---|--|---|

Organizational Skills

| | | | | | | |
|--|--|--|---|--|--|--|
| Accomplished Achieved Approved Arranged Assembled Boosted Budgeted Cataloged Charted | Classified Coded Collated Collected Compared Compiled Completed Configured Corrected | Corresponded Dispatched Distributed Diversified Enforced Executed Facilitated Filed Followed through | Generated Implemented Incorporated Inspected Judged Logged Maintained Met deadlines Monitored | Obtained Operated Ordered Organized Prepared Processed Provided Purchased Recorded | Registered Reorganized Reserved Responded Retained Retrieved Recorded Reviewed Routed Scheduled | Screened Standardized Submitted Supplied Standardized Systematized Tabulated Updated Validated Verified |
|--|--|--|---|--|--|--|

Research Skills

| | | | | | | |
|--|---|---|--|--|---|--|
| Analyzed Archive Assessed Audited Branded Cataloged Checked Clarified | Collected Compiled Compared Concluded Conducted Critiqued Decided Detected | Determined Diagnosed Differentiate Documented Evaluated Examined Experimented Explored | Extracted Extrapolated Field Formulated Gathered Hypothesized Indoctrinate Inspected Interpreted | Interviewed Invented Investigated Linked Located Measured Observed Organized Perceived | Published Rated Recognized Recorded Researched Reviewed Searched Scanned | Studied Solved Summarized Surveyed Synthesized Systematized Tested Unearthed Wrote |
|--|---|---|--|--|---|--|

Teaching Skills

| | | | | | | |
|---|--|---|--|--|--|--|
| Accommodate Achieved Adapted Adopted Advised Benchmarked | Briefed Challenged Clarified Coached Communicated Conducted | Coordinated Counseled Critiqued Decided Demonstrate Developed Empowered | Enabled Encouraged Enlightened Evaluated Explained Facilitated Focused | Guided Individualized Influenced Informed Initiated Instilled Instructed | Invented Modeled Motivated Persuaded Schooled Shaped Simulated | Taught Tested Trained Transmitted Tutored Validated Valued |
|---|--|---|--|--|--|--|

Technical Skills

| | | | | | | |
|--|--|---|--|--|---|--|
| Accelerated Acclimated Activated Adapted Adhered Adjusted Advanced Applied Assembled Automated Balanced Built | Calculated Centralized Challenged Changed Channeled Charted Circulated Coded Computed Conceived Conserved Constructed | Converted Coordinated Debugged Deferred Demonstrated Designed Detected Determined Developed Devised Diagrammed Diversified | Drafted Engineered Excelled Expanded Expedited Fabricated Formed Fortified Generated Improved Increased Installed | Interfaced Launched Maintained Mastered Modified Molded Networked Operated Overhauled Packaged Pioneered Prepared | Printed Processed Programmed Rebuilt Reconstructed Rectified Re-designed Re-engineered Regulated Remodeled Repaired Replaced | Restored Revamped Solved Specialized Standardized Streamlined Studied Surveyed Systematized Upgraded Utilized Wrote |
|--|--|---|--|--|---|--|