

Power Verbs for Your Resume



Getting Results

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

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

Problem Solving

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

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

Quantitative

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

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

Communicating

Example: Presented to groups of 25+ transfer students on a weekly basis concerning university policies and procedures

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

Planning

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

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

Organizing

Example: Coordinated weekly office schedules for 8 employees

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

Executing

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

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

Supervising

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

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

Leading

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

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

Helping

Example: Provided academic support for 15 at-risk junior high students through comprehensive after-school program

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

