

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
Commissioned Evaluated Observed Researched Studied Determined Forecasted Planned Reserved Tailored

Organizing

Example: Coordinated weekly office schedules for 8 employees

Acquired Cataloged Designated Logged Routed Activated Centralized Designed Mapped out Scheduled
Adjusted Charted Dispatched Neatened Selected Allocated Classified Established Obtained Secured
Altered Collected Facilitated Ordered Simplified Appointed Committed Housed Organized Sought
Arranged Confirmed Implemented Procured Straightened Assembled Contracted Incorporated Programmed
Suggested 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

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

Supervising

Example: 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
Certified Examined Measured Refined Supplied Compared Explored Modified Regulated Tightened
Controlled Graded Monitored Reviewed Traced Corrected Inspected Officiated Revised Updated

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

Getting Results

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

Accomplished Constructed Ensured Hastened Minimized Reduced (losses) 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 computer technology, decreasing wait time from 6-2 days

Alleviated Conceptualized Detected Found Repaired Solved Analyzed 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 Dispersed 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 30+ transfer students on a weekly basis concerning university policies.

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