

POWER VERBS FOR YOUR RESUME

accelerated	centralized	displayed	implemented	originated	reviewed
accommodated	certified	drafted	improved	overhauled	revised
accomplished	chaired	eased	improvised	performed	revitalized
achieved	charted	eclipsed	increased	persuaded	revived
acquired	clarified	edited	indexed	pioneered	sanctioned
acted	classified	educated	indicated	planned	satisfied
activated	coached	elevated	inferred	polished	scheduled
adapted	collaborated	elicited	influenced	prepared	screened
added	collected	employed	informed	prescribed	scrutinized
addressed	commissioned	empowered	initiated	prioritized	secured
adjusted	committed	enabled	innovated	processed	served
administered	communicated	encouraged	inspected	procured	set goals
admitted	compared	endorsed	inspired	produced	settled
advanced	compiled	engineered	instituted	programmed	shaped
advised	composed	enhanced	instructed	projected	smoothed
aided	computed	enlarged	integrated	promoted	solicited
alleviated	conceptualized	enlisted	interceded	publicized	solved
allocated	concluded	enriched	interpreted	purchased	sought
allowed	confirmed	enumerated	interviewed	queried	spearheaded
altered	consented	envisioned	introduced	questioned	specified
ameliorated	consolidated	established	invented	raised	spoke
amended	constructed	estimated	investigated	rated	stimulated
analyzed	contracted	evaluated	involved	realized	streamlined
appointed	contributed	examined	issued	recommended	strengthened
apportioned	converted	excelled	judged	reconciled	studied
appraised	convinced	executed	justified	recorded	submitted
apprised	cooperated	exercised	launched	recruited	substantiated
approved	coordinated	expanded	lectured	rectified	suggested
approximated	correlated	expedited	led	reduced (losses)	summarized
arbitrated	corresponded	explained	licensed	refined	supervised
arranged	counseled	extended	lightened	referred	supplemented
ascertained	created	extracted	linked	reformed	surveyed
assembled	critiqued	fabricated	maintained	regarded	sustained
assessed	customized	facilitated	marketed	regulated	synthesized
assigned	debugged	familiarized	measured	rehabilitated	systematized
assisted	deciphered	fashioned	mediated	reinforced	tabulated
attained	dedicated	figured	minimized	rejuvenated	tailored
attested	delegated	finalized	mobilized	related	traced
audited	deliberated	forecasted	modeled	relieved	trained
augmented	demonstrated	formulated	moderated	remedied	transacted
authored	designated	fostered	modernized	remodeled	transformed
authorized	designed	founded	modified	repaired	translated
balanced	determined	fulfilled	monitored	reported	transmitted
bolstered	devaluated	generated	motivated	represented	updated
boosted	developed	grew	multiplied	researched	upgraded
brainstormed	devised	guaranteed	negotiated	reserved	validated
budgeted	diagnosed	guided	officiated	resolved	valued
built	directed	hired	operated	restored	verified
calculated	disbursed	identified	orchestrated	retrieved	visualized
catalogued	dispatched	illustrated	organized	revamped	wrote

Adapted with permission from the Career Resources Manual of the University of California, Davis