

# Resume Power Verbs

## Planning

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

Administered	Developed	Formulated	Prepared	Strategize
Anticipated	Devised	Identified	Prioritized	Studied
Commissioned	Evaluated	Observed	Researched	Reserved
Determined	Forecasted	Planned	Revised	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	
Authorized	Delegated	Linked	Retrieved	

## Executing

Example: Handled 20-35+ customer calls per shift regarding coverage changes, renewal rates and billing procedures

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

## Supervising

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

Adjusted	Correlated	Indexed	Overhauled	Screened
Analyzed	Developed	Judged	Oversaw	Scrutinized
Apportioned	Discovered	Licensed	Policed	Set
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	Motivated	Strengthened
Assumed	Employed	Hired	Originated	Supervised
Caused	Empowered	Influenced	Pioneered	Trained
Chaired	Encouraged	Initiated	Promoted	Transformed
Changed	Enlisted	Inspired	Raised	Visualized
Conducted	Envisioned	Involved	Recognized for	
Directed	Fostered	Led	Set Goals	
Disproved	Founded	Managed	Spearheaded	
		Mentored	Stimulated	

## Getting Results

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

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

## Problem Solving

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

Alleviated	Created	Engineered	Remodeled	Solved
Analyzed	Debugged	Formulated	Repaired	Synthesized
Brainstorm	Decided	Found	Revamped	Theorized
Collaborated	Detected	Investigated	Revitalized	
Conceptualized	Diagnosed	Recommended	Satisfied	

## Quantitative

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

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

## Communicating

Example: Presented to groups of 30+ transfer students on a weekly basis concerning university policies and procedures

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

### Communication Continued...

Arranged	Corresponded	Interacted	Negotiated	Responded
Authored	Debated	Interviewed	Observed	Translated
Collaborated	Defined	Joined	Participated	Wrote
Communicated	Discussed	Listened	Persuaded	
Consulted	Drafted	Marketed	Presented	
Contacted	Edited	Mediated	Publicized	
	Explained	Moderated	Reported	

### Helping

Example: Provided academic support for 30+ at-risk primary school students through comprehensive after-school program

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

### Management

Administered	Attained	Delegated	Managed	Oversaw
Analyzed	Authorized	Directed	Motivated	Reviewed
Appointed	Chaired	Established	Planned	Scheduled
Approved	Coordinated	Executed	Prioritized	Supervised
Assigned	Decided	Led	Organized	

### Teaching & Helping

Advised	Contributed	Facilitated	Instructed	Taught
Aided	Demonstrated	Guided	Motivated	Trained
Answered	Educated	Helped	Persuaded	Tutored
Assisted	Encouraged	Individualized	Resolved	Volunteered
Clarified	Evaluated	Informed	Simplified	
Coached	Explained	Instilled	Supported	

### Financial

Administered	Appraised	Calculated	Qualified	
Adjusted	Audited	Estimated	Netted	
Allocated	Balanced	Forecasted	Reduced	
Analyzed	Budgeted	Projected	Reconciled	

### Technical

Adapted	Computed	Engineered	Programmed	Upgraded
Applied	Designed	Installed	Remodeled	
Assembled	Developed	Maintained	Standardized	
Built	Debugged	Operated	Solved	

**Creative**

Acted	Designed	Fashioned	Modeled	Solved
Composed	Developed	Founded	Originated	
Created	Directed	Illustrated	Performed	
Customized	Established	Invented	Shaped	

**Clerical**

Arranged	Collected	Organized	Scheduled
Catalogued	Compiled	Processed	Recorded
Classified	Filed	Prepared	

**Researched**

Analyzed	Criticized	Examined	Inspected	Tested
Collected	Detected	Experimented	Invented	
Compared	Diagnosed	Formulated	Measured	
Conducted	Evaluated	Gathered	Searched	

**Your Action Words**

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