

# Power Verbs for Your Resume

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