

Power Verbs For Resumes

To assist you in describing your educational and employment experiences, go through the list and see which ones you can use to give punch to your resume.

COMMUNICATION/PEOPLE SKILLS

Addressed	Condensed	Distinguished	Interpreted	Negotiated	Referred
Advertised	Conferred	Drafted	Interviewed	Observed	Reinforced
Arbitrated	Consulted	Edited	Involved	Obtained	Reported
Argued	Contracted	Elicited	Joined	Outlined	Resolved
Arranged	Conveyed	Enlisted	Judged	Participated	Responded
Articulated	Convinced	Explained	Led	Persuaded	Sold
Authored	Corresponded	Expressed	Lectured	Presented	Solicited
Briefed	Created	Formulated	Listened	Promoted	Specified
Clarified	Debated	Furnished	Manipulated	Proposed	Spoke
Closed	Defined	Helped	Marketed	Publicized	Suggested
Collaborated	Developed	Identified	Mediated	Read	Summarized
Communicated	Directed	Incorporated	Moderated	Reasoned	Synthesized
Composed	Discussed	Influenced	Motivated	Reconciled	Translated
Concluded	Dispatched	Interacted	Merged	Recruited	Wrote

CREATIVE SKILLS

Abstracted	Designed	Fashioned	Integrated	Perceived	Shared
Acted	Developed	Formulated	Introduced	Performed	Set
Adapted	Devised	Founded	Invented	Photographed	Solidified
Began	Directed	Generated	Launched	Planned	Solved
Combined	Discriminated	Illustrated	Memorized	Published	Summarized
Composed	Displayed	Imagined	Modeled	Remodeled	Synthesized
Conceptualized	Drew	Imported	Modernized	Revised	Translated
Condensed	Entertained	Initiated	Modified	Revitalized	Visualized
Created	Established	Innovated	Originated	Shaped	Wrote
Customized	Explored	Instituted	Painted		

MANAGEMENT/LEADERSHIP SKILLS

Accentuated	Controlled	Envisioned	Increased	Planned	Scheduled
Administered	Converted	Established	Initiated	Presided	Secured
Advanced	Coordinated	Evaluated	Inspected	Prioritized	Selected
Analyzed	Cut	Executed	Instituted	Produced	Streamlined
Appointed	Decided	Expanded	Led	Quadrupled	Strengthened
Approved	Delegated	Fine Tuned	Managed	Recommended	Supervised
Assigned	Developed	Founded	Merged	Recovered	Terminated
Attained	Directed	Generated	Moderated	Recruited	Trained
Caused	Doubled	Handled	Motivated	Reorganized	Transformed
Chaired	Eliminated	Headed	Navigated	Replaced	Tripled
Changed	Emphasized	Hired	Organized	Restored	Troubleshoot
Considered	Employed	Hosted	Originated	Restructured	Vended
Consolidated	Empowered	Implemented	Overhauled	Reviewed	
Contained	Enforced	Improved	Oversaw	Salvaged	
Contracted	Enhanced	Incorporated	Performed	Saved	

DATA/FINANCIAL SKILLS

Accounted for	Calculated	Dispensed	Inventoried	Programmed	Tested
Administered	Checked	Dispersed	Maintained	Profited	Totaled
Adjusted	Compounded	Estimated	accuracy	Projected	Trimmed
Allocated	Computed	Earned	Managed	Purchased	Upgraded
Analyzed	Conserved	Extracted	Marketed	Qualified	Underwrote
Appraised	Corrected	Figured	Maximized	Quantified	Yielded
Approximated	Counted	Financed	Measured	Reconciled	
Assessed	Decreased	Forecasted	Multiplied	Reduced	
Audited	Detailed	Grossed	Netted	Researched	
Balanced	Determined	Increased	Planned	Retrieved	
Budgeted	Developed	speed	Prepared	Solved	

MANUAL SKILLS

Aligned	Built	Fed	Operated	Punched	Set-up
Assembled	Controlled	Handled	Performed	Retooled	Skilled
Bound	Drilled	Lifted	Pulled	Serviced	Tended
Bent	Drove	Moved			

HELPING SKILLS

Accommodated	Assured	Counseled	Expedited	Listened	Represented
Adapted	Attended	Demonstrated	Facilitated	Mentored	Resolved
Adjusted	Augmented	Developed	Familiarized	Mobilized	Safeguarded
Advised	Backed	Sensitivity	Fostered	Motivated	Serviced
Advocated	Bolstered	Diagnosed	Furthered	Perceived	Simplified
Aided	Cared	Directed	Guided	Preventive	Spoke
Alleviated	Clarified	Eased	Helped	Protected	Supplied
Answered	Coached	Educated	Integrated	Provided	Supported
Arbitrated	Collaborated	Elevated	Insured	Referred	Used
Arranged	Consoled	Encouraged	Interceded	Rehabilitated	Teamwork
Assessed	Contributed	Endorsed	Intervened	Related	Approach
Assisted	Cooperated	Ensured	Led	Rendered	Volunteered

ORGANIZATIONAL/DETAIL SKILLS

Accomplished	Compiled	Filed	Met deadlines	Recorded	Screened
Achieved	Completed	Followed	Monitored	Registered	Standardized
Approved	Configured	Followed through	Obtained	Reserved	Submitted
Arranged	Corrected	Generated	Operated	Responded	Supplied
Catalogued	Corresponded	Implemented	Ordered	Retained	Standardized
Charted	Dispatched	Incorporated	Organized	Retrieved	Systematized
Classified	Distributed	Inspected	Prepared	Recorded	Tabulated
Coded	Diversified	Judged	Processed	Reviewed	Updated
Collated	Enforced	Logged	Provided	Routed	Validated
Collected	Executed	Maintained	Purchased	Scheduled	Verified
Compared	Facilitated				

RESEARCH SKILLS

Analyzed	Decided	Extracted	Interviewed	Published	Studied
Archive	Detected	Extrapolated	Invented	Rated	Solved
Branded	Determined	Field	Investigated	Recognized	Summarized
Catalogued	Diagnosed	Formulated	Linked	problems	Surveyed
Clarified	Differentiate	Gathered	Located	Recorded	Synthesized
Collected	Documented	Hypothesized	Measured	Researched	Systematized
Compiled	Evaluated	Indoctrinate	Observed	Reviewed	Tested
Compared	Examined	Inspected	Organized	Searched	Unearthed
Conducted	Experimented	Interpreted	Perceived	Scanned	Wrote
Critiqued	Explored				

TEACHING SKILLS

Accommodate	Clarified	Demonstrate	Facilitated	Instructed	Stimulated
Achieved	Coached	Developed	Focused	Invented	Taught
Adapted	Communicated	Empowered	Guided	Modeled	Tested
Adopted	Conducted	Enabled	Individualized	Motivated	Trained
Advised	Coordinated	Encouraged	Influenced	Persuaded	Transmitted
Benchmarked	Counseled	Enlightened	Informed	Schooled	Tutored
Briefed	Critiqued	Evaluated	Initiated	Shaped	Validated
Challenged	Decided	Explained	Instilled	Simulated	Valued

TECHNICAL SKILLS

Accelerated	Changed	Detected	Generated	Pioneered	Replaced
Acclimated	Channeled	Determined	Improved	Prepared	Restored
Activated	Charted	Developed	Increased	Printed	Revamped
Adapted	Circulated	Devised	Installed	Processed	Solved
Adhered	Computed	Diagrammed	Interfaced	Programmed	Specialized
Adjusted	Conceived	Diversified	Launched	Rebuilt	Standardized
Applied	Conserved	Drafted	Maintained	Reconstructed	Streamlined
Assembled	Constructed	Engineered	Mastered	Rectified	Studied
Automated	Converted	Excelled	Modified	Re-designed	Surveyed
Balanced	Coordinated	Expanded	Molded	Re-engineered	Systematized
Built	Debugged	Expedited	Networked	Regulated	Upgraded
Calculated	Deferred	Fabricated	Operated	Remodeled	Utilized
Centralized	Demonstrated	Formed	Overhauled	Repaired	Wrote
Challenged	Designed	Fortified	Packaged		