

Resume Writing Power Verbs

Planning

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

Administered	Commissioned	Developed	Evaluated	Formulated	Observed	Prepared	Researched	Revised	Studied
Anticipated	Determined	Devised	Forecasted	Identified	Planned	Prioritized	Reserved	Strategized	Tailored

Organizing

Example: Coordinated weekly office schedules for 8 employees

Acquired	Appointed	Authorized	Collected	Customized	Facilitated	Issued	Ordered	Retrieved	Simplified
Adjusted	Assembled	Centralized	Confirmed	Designated	Implemented	Logged	Procured	Scheduled	Straightened
Allocated	Assessed	Charted	Coordinated	Designed	Incorporated	Mapped out	Programmed	Secured	Suggested

Executing

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

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

Supervising

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

Analyzed	Compared	Developed	Explored	Judged	Modified	Oversaw	Regulated	Set	Tightened
Apportioned	Controlled	Discovered	Graded	Licensed	Monitored	Policed	Reviewed	Scrutinized	Traced
Assessed	Corrected	Established	Inspected	Maintained	Officiated	Prohibited	Revised	Supervised	Updated

Leading

Example: Trained 20+ new employees in computer procedures over a 2-year period

Assumed	Conducted	Employed	Enlisted	Guided	Involved	Motivated	Raised	Stimulated	Transformed
Caused	Directed	Hired	Envisioned	Influenced	Led	Originated	Recognized for	Strengthened	Visualized
Chaired	Disproved	Empowered	Fostered	Initiated	Managed	Pioneered	Set goals	Supervised	Trained

Getting Results

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

Accomplished	Boosted	Contributed	Eliminated	Expanded	Generated	Increased	Launched	Orchestrated
Achieved	Built	Delivered	Enlarged	Expedited	Grew	Innovated	Lightened	Overcame
Advanced	Completed	Diminished	Increased	Finalized	Hastened	Introduced	Modernized	Produced

Problem Solving

Example: Streamlined ordering by computer technology, decreasing wait time from 6 to 2 days

Alleviated	Collaborated	Created	Detected	Foresaw	Investigated	Repaired	Streamlined
Analyzed	Conceived	Debugged	Determined	Formulated	Recommended	Resolved	Satisfied
Applied	Conceptualized	Decided	Diagnosed	Found	Remedied	Revamped	Solved

Communicating

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

Acted	Attested	Convinced	Dramatized	Highlighted	Justified	Publicized	Revealed	Submitted	Tested
Admitted	Clarified	Corresponded	Educated	Improvised	Marketed	Questioned	Settled	Suggested	Translated
Amended	Communicated	Defined	Extracted	Informed	Negotiated	Related	Specified	Supported	Welcomed
Argued	Consented	Demonstrated	Fashioned	Interpreted	Persuaded	Reported	Sold	Synthesized	Taught

Helping

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

Aided	Assisted	Continued	Eased	Enhanced	Interceded	Prescribed	Relieved	Served
Accommodated	Assured	Cooperated	Elevated	Enriched	Mobilized	Provided	Rescued	Sustained
Advised	Bolstered	Counseled	Enabled	Familiarized	Modeled	Protected	Returned	Tutored