

Power Verbs for Your Resume

Strommen Career and Internship Center

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Planning

Example: Prepared written reports, proposals, and other business correspondence.

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

Organizing

Example: Coordinated and recruited volunteers in the youth and family mentoring program.

Acquired	Cataloged	Designated	Logged	Routed
Activated	Centralized	Designed	Mapped out	Scheduled
Adjusted	Charted	dispatched	Neatened	Selected
Allocated	Classified	Established	Obtained	Secured
Allocated	Collected	Facilitated	Ordered	Simplified
Altered	Committed	Housed	Organized	Sought
Appointed	Confirmed	Implemented	Procured	Straightened
Arranged	Contracted	Incorporated	Programmed	Suggested
Assembled	Coordinated	Instituted	Recruited	Tracked
Assessed	Customized	Issued	Rectified	Transferred
Assigned	Delegated	Linked	Retrieved	
Authorized				

Executing

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

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

Supervising

Example: Analyzed product sales in 8 markets across the country.

Adjusted	Correlated	Indexed	Overhauled	Screened
Analyzed	Developed	Judged	Oversaw	Set
Apportioned	Discovered	Licensed	Policed	Scrutinized
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: Conducted intake interviews with new clients.

Accelerated	Elected	Guided	Mentored	Spearheaded
Assumed	Employed	Hired	Motivated	Stimulated
Caused	Empowered	Influenced	Originated	Strengthened
Chaired	Encouraged	Initiated	Pioneered	Supervised
Changed	Enlisted	Inspired	Promoted	Trained
Conducted	Envisioned	Involved	Raised	Transformed
Directed	Fostered	Led	Recognized for	Visualized
Disproved	Founded	Managed	Set goals	

Getting Results

Example: Increased student participation by 30% over a 6-month period.

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

Problem Solving

Example: Created databases to perform market analysis.

Alleviated	Crafted	Determined	Gathered	Resolved	Streamlined
Analyzed	Created	Diagnosed	Investigated	Revamped	Synthesized
Applied	Debugged	Engineered	Recommended	Revitalized	Theorized
Brainstormed	Decided	Foresaw	Remedied	Revived	
Collaborated	Deciphered	Formulated	Remodeled	Satisfied	
Conceived	Detected	Found	Repaired	Solved	

Quantitative

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

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

Communicating

Example: Taught emotional regulation and social skills to preschoolers in a classroom setting.

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

Helping

Example: Counseled children and parents with emotional and mental difficulties to help create a safe home environment.

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

