

POWER VERBS

Choose action verbs whenever possible to describe your duties and responsibilities.

A

activated
actuated
addressed
administered
advised
analyzed
arbitrated
arranged
assembled
assisted
attracted
audited
authored

B

built

C

calculated
charted
closed up
collected
compiled
completed
composed
compounded
conceived
concluded
conducted
confined
conserved
consolidated
constructed
consulted
contracted
contributed
controlled
coordinated
corrected
corresponded
counseled
created
criticized

D

decreased
delivered
demonstrated
designed
detected
determined
developed

devised
diagnosed
diagrammed
directed
disciplined
discovered
dispensed
disproved
disseminated
distributed
documented
doubled
drew up

E

edited
eliminated
enhanced
enlarged
established
evaluated
examined
exceeded
executed
expanded
expedited

F

facilitated
forecasted
formulated
funneled
founded

G

guided

H

headed

I

identified
illuminated
illustrated
implemented
improved
increased
initiated
innovated
interpreted
installed
instituted
instructed
introduced

invented
investigated
interviewed

L

launched
lectured
logged

M

maintained
managed
maximized
minimized
modernized
modified
motivated

N

navigated
negotiated

O

obtained
operated
optimized
ordered
organized
originated
overhauled
oversaw

P

performed
planned
prepared
prescribed
presented
procured
produced
promoted
processed
proposed
protected
provided
put together

R

realized
received
recommended
reconciled
recorded
recruited

reduced
refined
rendered
replaced
represented
researched
restored
reviewed
revitalized
routed

S

safeguarded
secured
selected
served shut down
simplified
slashed
sold
solved
sparked
staffed
started
stimulated
studied
summarized
supervised
supplied
synthesized
systemized

T

terminated
tested
took charge
took over
trained
transacted
translated
triggered

U

upgraded
unified

V

verified
valued

W

wrote

