

POWER WORDS for YOUR RESUME

Resume writers often use a passive approach in describing their experiences. Most employers do not want to see “responsibilities include....” They want to know what actions you take (or took) in your role, whether an intern, part-time employee, organization member, or volunteer.

Use power verbs to effectively communicate your experiences.

Below are examples.

Be sure to use the correct tense for current and former experiences.

GENERAL LIST

ACCOMPLISHED	DEALT	IMPROVED	PROJECTED	ACHIEVED	DEBATED
INCLUDED	PROMOTED	ADVISED	DECIDED	INCREASED	PURCHASED
APPRAISED	DEFINED	INDICATED	QUALIFIED	ASSURED	DELIVERED
INSTRUCTED	QUESTIONED	BRIEFED	DEMONSTRATED	INSURED	RATED
BUDGETED	DISPENSED	INTERPRETED	RECOGNIZED	CALCULATED	EARNED
INTERVIEWED	RECOMMENDED	CLOSED	EDITED	INTRODUCED	RECORDED
COACHED	EDUCATED	INVESTIGATED	RENOVATED	COMBINED	ENSURED
LAUNCHED	STREAMLINED	COMMUNICATED	ENTERTAINED	LOCATED	SUMMARIZED
COMPUTED	EXAMINED	MEDIATED	SKETCHED	CONCEIVED	EXCELLED

PLANNING-BASED-ACTION WORDS

ADMINISTERED	ANTICIPATED	COMMISSIONED	DETERMINED	DEVELOPED	DEvised
EVALUATED	FORECASTED	FORMULATED	IDENTIFIED	OBSERVED	PLANNED
PREPARED	PRIORITIZED	RESEARCHED	REVISED	STRATEGIZED	STUDIED
TAILORED					

ORGANIZING-ACTION WORDS

ACQUIRED	ACTIVATED	ADJUSTED	ALLOCATED	ALTERED	APPOINTED
ARRANGED	ASSEMBLED	CATALOGED	CENTRALIZED	CHARTED	CLASSIFIED
COLLECTED	COMMITTED	CONFIRMED	CONTRACTED	COORDINATED	CUSTOMIZED
DELEGATED	DESIGNATED	DESIGNED	ESTABLISHED	FACILITATED	IMPLEMENTED
INCORPORATED	INSTITUTED	OBTAINED	ORDERED	ORGANIZED	PROCURED
RECRUITED	RECTIFIED	SELECTED	SECURED	SIMPLIFIED	SUGGESTED
TRACKED					

EXECUTING-ACTION WORDS

ACTED	CARRIED OUT	COLLECTED	COMPLETED	CONDUCTED	DISPLAYED
DISTRIBUTED	INSTALLED	OPERATED	PERFORMED	PROCESSED	PRODUCED
PROOFED	SOLD	TRANSACTIONED			

SUPERVISING-ACTION WORDS

ADJUSTED	ANALYZED	APPORTIONED	ASSESSED	COMPARED	CONTROLLED
CORRECTED	DISCOVERED	ESTABLISHED	GRADED	INSPECTED	MAINTAINED
MEASURED	MODIFIED	MONITORED	OFFICIATED	OVERSAW	REVIEWED
REVISED	SCREENED	SET	SCRUTINIZED	SUPERVISED	UPGRADED

LEADING-ACTION WORDS

ACCELERATED	ASSUMED	CHAired	CHANGED	CONDUCTED	DIRECTED
ELECTED	EMPLOYED	EMPOWERED	ENCOURAGED	ENLISTED	ENVISIONED
FOSTERED	FOUNDED	GUIDED	HIRED	INFLUENCED	INITIATED
INSPIRED	INVOLVED	LED	MANAGED	MOTIVATED	MENTORED
PIONEERED	PROMOTED	RAISED	SET GOALS	SPEARHEADED	STIMULATED
STRENGTHENED	SUPERVISED	TRAINED	TRANSFORMED	VISUALIZED	