

POWER VERBS

Here is a list of strong, action-oriented verbs to help you increase the impact of your resume, cover letter, personal statement, or other professional writing.

Remember, on your resume, start each bullet point with a verb!

ANALYTICAL

analyzed
assessed
adapted
cataloged
coded
compiled
consolidated
critiqued
defined
diagnosed
diversified
evaluated
examined
identified
investigated
judged
researched
sorted
strategized

COMMUNICATION

answered
authored
clarified
communicated
composed
conveyed
drafted
edited
emphasized
illustrated
informed
instructed
marketed
persuaded
presented
promoted
publicized
reported
responded
summarized
translated
verbalized
wrote

CREATIVITY

conceived
conceptualized
innovated
invented
pioneered
proposed

EFFECTIVENESS

accomplished
completed
created
developed
devised
engineered
established
exceeded
generated
influenced
instituted
launched
reached
resolved
solidified
solved
structured
strengthened
succeeded

IMPROVEMENT

enhanced
expanded
expedited
improved
increased
perfected
recommended
redesigned
reorganized
repositioned
restored
restructured
revised
revitalized
simplified
transformed
updated
upgraded

LEADERSHIP

administered
advised
challenged
coached
coordinated
created
delegated
directed
eliminated
encouraged
founded
guided
headed
hired
hosted
initiated
led
managed
mentored
officiated
orchestrated
oversaw
presided
supervised

INTERPERSONAL

advocated
collaborated
connected
consulted
counseled
demonstrated
educated
energized
engaged
enlisted
facilitated
greeted
interviewed
mediated
motivated
negotiated
partnered
recruited
rehabilitated
represented
taught
trained
tutored
united
welcomed

ORGANIZATIONAL

organized
planned
prepared
processed
recorded
scheduled
standardized
systematized

HANDS-ON

assembled
built
constructed
delivered
designed
distributed
fixed
operated
rebuilt

SAVINGS

eliminated
reduced
modified
monitored
obtained
performed
received
recognized
regulated
retrieved

RESUME DESCRIPTION WRITING

Need help getting started? Try the APR (Action, Project, Result) formula:

Action
verb

“Collaborated “

Project

+
“with club members on spring play”

Result

+
“to raise more than \$2,000 for new costumes and scenery”

=

“Collaborated with club members on spring play to raise more than \$2,000 for new costumes and scenery”
