

# 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

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## RESUME DESCRIPTION WRITING

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

**A**ction verb "Collaborated "  
+  
**P**roject "with club members on spring play"  
+  
**R**esult "to raise more than \$2,000 for new costumes and scenery"

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

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