

## Career Services | Power Verbs for Your Resume

### Leadership and Management

achieved	consolidated	developed	facilitated	initiated	organized	recommended	spearheaded
administered	contracted	directed	founded	inspired	outlined	reevaluated	stimulated
analyzed	coordinated	empowered	hired	interviewed	oversaw	rejected	strategized
assigned	decided	enforced	implemented	launched	performed	reorganized	streamlined
attained	delegated	evaluated	improved	led	planned	reported	strengthened
chaired	designated	exceeded	incorporated	managed	prioritized	reviewed	supervised
conducted	determined	executed	increased	motivated	produced	scheduled	

### Communication

addressed	collaborated	directed	formulated	marketed	persuaded	reconciled	strengthened
advertised	composed	drafted	influenced	mediated	pitched	recruited	translated
arbitrated	contacted	edited	informed	moderated	promoted	revised	updated
arranged	convinced	engaged	interpreted	motivated	proposed	sold	verified
authored	corresponded	enlisted	lectured	negotiated	publicized	spoke	wrote
circulated	created	followed up	manipulated	notified	reasoned	strategized	

### Organizational and Administrative

addressed	collated	directed	executed	influenced	monitored	processed	scheduled
approved	collected	dispatched	expedited	inspected	motivated	promoted	screened
arranged	compiled	distributed	facilitated	issued	negotiated	proofread	summarized
cataloged	composed	divided	filed	lectured	operated	purchased	systematized
categorized	coordinated	drafted	finalized	marketed	ordered	recorded	tabulated
centralized	defined	edited	formulated	mediated	organized	reported	translated
charted	delivered	enlisted	generated	minimized	persuaded	responded	updated
classified	developed	ensured	implemented	moderated	prepared	retrieved	validated

### Analytical and Research

abstracted	conceived	disproved	extrapolated	interviewed	perceived	studied	validated
analyzed	conducted	evaluated	gathered	investigated	presented	summarized	verified
characterized	consulted	examined	identified	isolated	reported	surveyed	wrote
clarified	critiqued	experimented	inspected	observed	researched	systematized	
collected	detected	explored	inspired	optimized	reviewed	tailored	

**Financial**

adjusted	appraised	calculated	controlled	managed	prepared	reevaluated	sold
administered	audited	charted	detailed	marketed	projected	reported	solved
allocated	balanced	compared	estimated	netted	raised	researched	tailored
analyzed	budgeted	computed	forecasted	planned	reconciled	secured	updated

**Technical**

analyzed	computed	decoded	engineered	isolated	pinpointed	repaired	synthesized
applied	condensed	defined	estimated	maintained	produced	researched	tested
assembled	configured	designed	fabricated	manufactured	programmed	restored	trained
automated	constructed	determined	finalized	modified	prototyped	secured	troubleshoot
built	controlled	developed	formatted	operated	purified	simulated	upgraded
calculated	converted	devised	inspected	optimized	reduced	solved	validated
charted	created	diagnosed	installed	overhauled	refined	standardized	
coded	debugged	drafted	invented	performed	remodeled	streamlined	

**Teach and Train**

adapted	coached	critiqued	enabled	facilitated	informed	prepared	taught
adopted	communicated	defined	encouraged	graded	initiated	presented	tested
advised	conducted	demystified	engaged	guided	instructed	reported	trained
authored	coordinated	developed	enlightened	helped	Integrated	served	tutored
briefed	correlated	differentiated	evaluated	illustrated	lectured	set	updated
clarified	counseled	educated	explained	influenced	mentored	stimulated	valued

**People and Helping**

advised	brainstormed	coordinated	enhanced	guided	mediated	provided	served
advocated	cared	counseled	estimated	helped	mentored	referred	spoke
aided	clarified	demonstrated	expedited	inspired	modeled	rehabilitated	supported
assessed	coached	diagnosed	facilitated	liaised	motivated	reinforced	taught
assisted	collaborated	educated	familiarized	listened	participated	related	trained
attended	consulted	encouraged	fostered	maintained	perceived	represented	validated

**Creative**

acted	created	envisioned	illustrated	introduced	planned	set up	validated
applied	customized	established	imagined	invented	presented	shaped	visualized
brainstormed	designed	fashioned	initiated	modeled	produced	streamlined	wrote
composed	developed	formed	innovated	modernized	proved	structured	
conceived	directed	formulated	inspired	originated	refined	tabulated	
conceptualized	displayed	founded	instituted	perceived	revised	tailored	
constructed	enhanced	generated	integrated	performed	revitalized	updated	