

POWER RESUME WORDS / ACTION VERBS

Top 100 Power Resume Words

Advanced	Efficient	Maintained	Skilled
Assigned	Enhanced	Mentored	Saved
Assessed	Excelled	Measured	Scheduled
Absorbed	Exceeded	Multiplied	Supported
Accelerated	Enriched	Negotiated	Secured
Attained	Fulfilled	Observed	Simplified
Attracted	Financed	Operated	Screened
Announced	Forecasted	Obtained	Segmented
Appraised	Formulated	Promoted	Streamlined
Budgeted	Generated	Presented	Strengthened
Bolstered	Guided	Programmed	Triumphed
Balanced	Granted	Provided	Troubleshoot
Boosted	Helped	Projected	Taught
Bargained	Hosted	Qualified	Tutored
Benefited	Implemented	Quantified	Translated
Beneficial	Investigated	Quoted	Trained
Comply	Increased	Recommended	Uncovered
Critiqued	Initiated	Refine	United
Closed	Influenced	Revamp	Unified
Collaborated	Integrated	Reacted	Updated
Designed	Innovated	Retained	Upgraded
Delegated	Instituted	Recovered	Validated
Demonstrated	Justified	Reinstated	Viewed
Developed	Listed	Rejected	Worldwide
Detected	Logged	Sustained	Witnessed

Action Words: Management / Leadership Skills

Achieved	Administered	Analyzed	Appointed
Approved	Assigned	Attained	Authorized
Chaired	Coached	Considered	Consolidated
Contracted	Controlled	Converted	Coordinated
Decided	Delegated	Developed	Directed
Eliminated	Emphasized	Enforced	Enhanced
Established	Executed	Exceeded	Generated
Handled	Headed	Hired	Hosted
Improved	Incorporated	Increased	Initiated
Inspected	Inspired	Instituted	Lead
Managed	Merged	Motivated	Organized
Originated	Overhauled	Oversaw	Pioneered
Planned	Presided	Prioritized	Produced
Recommended	Reduced	Reorganized	Replaced
Resolved	Restructured	Reviewed	Scheduled
Selected	Shaped	Simplified	Stimulated
Streamlined	Strengthened	Succeeded	Supervised
Surpassed	Transformed	Unified	Upgraded
Vitalized			

Action Words: Communication / People Skills

Addressed	Advertised	Arbitrated	Arranged
Articulated	Authored	Clarified	Collaborated
Communicated	Composed	Condensed	Conferred
Consulted	Contacted	Conveyed	Convinced
Corresponded	Counseled	Debated	Defined
Described	Developed	Directed	Discussed
Drafted	Dramatized	Drew	Edited
Elicited	Enlisted	Educated	Explained
Expressed	Facilitated	Formulated	Furnished
Illustrated	Influenced	Informed	Instructed
Instrumented	Interacted	Interpreted	Interviewed
Introduced	Involved	Joined	Judged
Lectured	Listened	Marketed	Mediated
Moderated	Observed	Outlined	Participated
Performed	Persuaded	Prescribed	Presented
Promoted	Proposed	Publicized	Quoted
Raised	Reasoned	Recommended	Reconciled
Recorded	Recruited	Referred	Reinforced
Reported	Resolved	Responded	Sold
Solved	Specified	Spoke	Suggested
Summarized	Synthesized	Talked	Transcribed
Translated	Transmitted	Treated	Wrote

Action Words: Research Skills

Analyzed	Applied	Ascertained	Assessed
Audited	Calculated	Catalogued	Charted
Classified	Collected	Compared	Compiled
Completed	Conducted	Critiqued	Defined
Detected	Determined	Diagnosed	Discovered
Dissected	Eliminated	Established	Estimated
Evaluated	Examined	Experimented	Explained
Explored	Extracted	Figured	Formulated
Gathered	Identified	Indexed	Inspected
Interpreted	Investigated	Judged	Located
Mapped	Measured	Modeled	Observed
Organized	Researched	Reviewed	Searched
Solved	Studied	Summarized	Synthesized
Systematized	Tabulated	Transcribed	

Action Words: Technical Skills

Activated	Adapted	Adjusted	Aligned
Applied	Assembled	Built	Calculated
Calibrated	Computed	Conserved	Constructed
Converted	Created	Debugged	Designed
Detailed	Diagnosed	Engineered	Expanded
Extracted	Fabricated	Fixed	Formulated
Guided	Indexed	Installed	Integrated
Invented	Maintained	Mapped	Measured
Navigated	Operated	Overhauled	Painted
Photographed	Printed	Processed	Produced
Programmed	Rectified	Regulated	Remodeled
Rendered	Repaired	Replaced	Restructured
Restored	Shaped	Sketched	Solved
Sorted	Specialized	Standardized	Straightened
Strengthened	Studied	Surveyed	Transformed
Upgraded	Utilized		



Action Words: Teaching / Training Skills

Adapted	Addressed	Advised	Applied
Assisted	Clarified	Coached	Communicated
Conducted	Coordinated	Counseled	Defined
Delivered	Demonstrated	Developed	Devised
Dramatized	Drew	Drove	
Edited	Educated	Effected	Electrified Enabled
Encouraged	Entertained	Evaluated	Examined
Exhibited	Explained	Facilitated	Familiarized
Focused	Illustrated	Increased	Indoctrinated
Informed	Individualized	Instilled	Instructed
Interpreted	Introduced	Lead	Lectured
Mentored	Modeled	Motivated	Piloted
Planned	Prepared	Provided	Recommended
Referred	Reported	Reviewed	Scheduled
Served	Shaped	Simplified	Stimulated
Summarized	Taught	Tested	Trained
Translated	Tutored		

Action Words: Financial / Data Skills

Adjusted	Administered	Analyzed	Appraised
Assessed	Audited	Budgeted	Calculated
Charted	Collected	Computed	Conserved
Consolidated	Corrected	Deferred	Detailed
Determined	Developed	Devised	Diagnosed
Dispensed	Distributed	Diverted	Drafted
Established	Estimated	Evaluated	Examined
Figured	Filed	Forecasted	Formulated
Gathered	Generated	Governed	Helped
Identified	Increased	Indexed	Maintained
Managed	Marketed	Measured	Modeled
Planned	Predicted	Prepared	Processed
Projected	Purchased	Quoted	Raised
Reconciled	Recorded	Reduced	Reported
Restructured	Reviewed	Saved	Sold
Studied	Tabulated	Transferred	Transmitted

Action Words: Creative Skills

Acted	Adapted	Began	Brainstormed
Changed	Combined	Composed	Conceptualized
Condensed	Conducted	Crafted	Created
Customized	Demonstrated	Designed	Detailed
Developed	Devised	Displayed	Drafted
Dramatized	Drew	Electrified	Enlarged
Entertained	Envisioned	Exhibited	Expressed
Fabricated	Fashioned	Formulated	Illustrated
Improved	Improvised	Initiated	Innovated
Inspired	Instituted	Instrumented	Integrated
Invented	Marketed	Modeled	Modified
Orchestrated	Organized	Originated	Painted
Performed	Photographed	Pioneered	Pitched
Planned	Played	Produced	Proposed
Published	Reorganized	Restructured	Revised
Revitalized	Rewrote	Shaped	Simplified
Sketched	Solved	Synthesized	Translated
Updated	Vitalized		



Action Words: Helping Skills

Addressed	Administered	Advised	Advocated
Aided	Arbitrated	Arranged	Assisted
Cared for	Clarified	Coached	Collaborated
Consulted	Contributed	Cooperated	Counseled
Demonstrated	Detailed	Educated	Encouraged
Ensured	Expedited	Facilitated	Familiarized
Furthered	Guided	Helped	Increased
Indoctrinated	Informed	Instructed	Insured
Interpreted	Introduced	Lead	Mediated
Mentored	Modeled	Motivated	Prevented
Referred	Rehabilitated	Simplified	Supplied
Supported	Volunteered		

Action Words: Organization / Detail Skills

Administered	Appraised	Approved	Arranged
Audited	Calculated	Calibrated	Catalogued
Charted	Classified	Coded	Compiled
Completed	Computed	Controlled	Coordinated
Detailed	Diagnosed	Dissected	Distributed
Edited	Eliminated	Estimated	Evaluated
Examined	Executed	Figured	Filed
Filtered	Gathered	Generated	Governed
Identified	Incorporated	Indexed	Inventoried
Investigated	Logged	Maintained	Managed
Monitored	Obtained	Operated	Ordered
Organized	Planned	Prepared	Prescribed
Processed	Provided	Reconciled	Recorded
Registered	Reorganized	Reported	Reserved
Researched	Restructured	Reviewed	Revised
Routed	Scheduled	Screened	Set up
Submitted	Sorted	Specified	Standardized
Straightened	Streamlined	Validated	Verified

Action Words: Selling / Convincing Skills

Arbitrated	Marketed	Promoted	Served
Convinced	Mediated	Publicized	Sold
Dissuaded	Negotiated	Resolved	Solicited
Explained	Persuaded	Secured	



Action Words: Task Oriented Skills

Accurate	Adaptable	Ambitious	Analytical
Artistic talent	Awareness	Capable	Clear-thinker
Commitment to growth	Competent	Conscientious	Cooperative
Creative	Dedicated	Dependable	Eager
Efficient	Energetic	Enterprising	Eye for detail
Farsighted	Flexible	Gets things done right	Goal directed
Good judgment	Hard worker	High achiever	High energy
Highly motivated	Honest	Imaginative	Independent
Industrious	Innovative	Leadership ability	Loves challenge
Loyal	Manages time efficiently	Methodical	Meticulous
Motivated	Optimistic	Orderly	Organized
Perfectionist	Persistent	Problem solver	Productive
Punctual	Quick learner	Realistic	Resourceful
Risk taker	Self-motivated	Sense of humor	Sensitive
Serious	Shrewd	Sincere	Team player
Thorough	Trustworthy	Verbal	Versatility
Visionary	Works well under pressure		

Action Words: People Oriented Skills

Ability to motivate others	Congenial	Cooperative	Courteous
Diplomatic	Eloquent	Excellent communication skills	Friendly
Generous	Gets along well with others	Good listener	Helpful
Leadership qualities	Optimistic	Patience	Sense of humor
Sensible	Supportive	Sympathetic	Team worker
Tolerant of others	Understanding		

Additional Verbs for Accomplishments

Achieved	Improved	Resolved (issues)	Succeeded
Completed	Led	Surpassed	Transformed
Created	Pioneered	Restored	Won
Expanded	Reduced (losses)	Revised	
Exceeded	Reorganized	Spearheaded	