

Resume Power Words

(Source: <http://www.money-zine.com/>)

When you're writing a resume, the way you write is not exactly the same as you would write when composing a report or email. The action word, or power word, usually appears right up front to help describe what was accomplished.

The following examples use power words in a way that they might be used on a resume:

- Assembled a team of ten students to raise funds for Habitat for Humanity housing in Portland.
- Eliminated waste by creating spiral notebooks from reusable paper collected from classrooms, marketed them to students and sold them in the school store.
- Launched a new initiative called “Principal Issues,” so that students could hold conversations with school administrators every two weeks.

Power Word List

A Accomplished, achieved, acquired, adapted, addressed, administered, advised, allocated, analyzed, applied, appointed, appraised, approved, arbitrated, assembled, assessed, assigned, assumed, assured, audited, authored, awarded

B Briefed, broadened, budgeted, built

C Calculated, chaired, changed, charted, coached, combined, communicated, compiled, completed, composed, computed, conceived, conceptualized, concluded, conducted, consolidated, constructed, consulted, contracted, controlled, converted, convinced, coordinated, corrected, counseled, created, cultivated, cut

D Debugged, decreased, defined, delegated, delivered, demonstrated, designated, designed, detected, determined, developed, devised, diagnosed, directed, discovered, dispatched, distributed, doubled, drafted

E Earned, edited, effected, elicited, eliminated, empowered, endorsed, engineered, enhanced, enlarged, enlisted, ensured, entered, established, estimated, evaluated, examined, exceeded, executed, expanded, expedited, explained, explored, expressed, extended

F Filed, filled, financed, flagged, focused, forecast, formulated, found, founded

G Gathered, generated, granted, guided

H Halved, handled, headed, helped, hired

- I** Identified, ignited, implemented, improved, incorporated, increased, indexed, influenced, initiated, innovated, inspected, installed, instituted, instructed, insured, interpreted, interviewed, introduced, invented, inventoried, invested, investigated, issued
- J** Joined, justified
- K** Kept
- L** Launched, learned, leased, lectured, led, licensed, lobbied
- M** Maintained, managed, manufactured, matched, measured, mediated, met, modified, monitored, motivated, moved
- N** Named, navigated, negotiated
- O** Obtained, opened, operated, ordered, organized, overhauled, oversaw
- P** Participated, patented, perceived, performed, persuaded, placed, planned, posted, prepared, presented, presided, processed, procured, produced, proficient, programmed, prohibited, projected, promoted, proposed, provided, published, purchased, pursued
- Q** Qualified, quantified, questioned
- R** Raised, ranked, rated, received, recognized, recommended, reconciled, recorded, recruited, redesigned, reduced, referred, regulated, rehabilitated, reorganized, repaired, replaced, replied, reported, represented, rescued, researched, resolved, responded, restored, revamped, reviewed, revised
- S** Saved, scheduled, screened, selected, served, serviced, shaped, shared, showed, simplified, sold, solved, sorted, sought, sparked, spoke, staffed, started, steered, streamlined, strengthened, stressed, stretched, structured, studied, submitted, substituted, succeeded, suggested, summarized, superseded, supervised, supplied, surveyed, systematized
- T** Tackled, targeted, taught, terminated, tested, toured, traced, tracked, traded, trained, transcribed, transferred, transformed, translated, transported, traveled, treated, trimmed, tripled, turned, tutored
- U** Uncovered, understood, understudied, unified, unraveled, updated, upgraded, utilized
- V** Vended, verbalized, verified, visited
- W** Waged, weighed, widened, won, worked, wrote