

## Power Words to Use in Your Resume

- Ability, accelerated, accomplished, achieved, addressed, administered, advised, allocated, answered, appeared, applied, appointed, appraised, approved, arranged, assessed, assigned, assisted, assumed, assured, audited, awarded
- bought, briefed, broadened, brought, budgeted, built
- cataloged, caused, changed, chaired, clarified, classified, closed, collected, combined, commented, communicated, compared, compiled, completed, computed, conceived, concluded, conducted, conceptualized, considered, consolidated, constructed, consulted, continued, contracted, controlled, converted, coordinated, corrected, counseled, counted, created, critiqued, cut
- dealt, decided, defined, delegated, delivered, demonstrated, described, designed, determined, developed, devised, diagnosed, directed, discussed, distributed, documented, doubled, drafted
- earned, edited, effected, eliminated, endorsed, enlarged, enlisted, ensured, entered, established, estimated, evaluated, examined, executed, expanded, expedited, experienced, experimented, explained, explored, expressed, extended
- filed, filled, financed, focused, forecast, formulated, found, founded
- gathered, generated, graded, granted, guided
- halved, handled, helped
- identified, implemented, improved, incorporated, increased, indexed, initiated, influenced, innovated, inspected, installed, instituted, instructed, insured, interpreted, interviewed, introduced, invented, invested, investigated, involved, issued
- joined
- kept
- launched, learned, leased, lectured, led, licensed, listed, logged
- made, maintained, managed, matched, measured, mediated, met, modified, monitored, motivated, moved
- named, navigated, negotiated
- observed, opened, operated, ordered, organized, oversaw
- participated, perceived, performed, persuaded, planned, prepared, presented, processed, procured, programmed, prohibited, projected, promoted, proposed, provided, published, purchased, pursued
- qualified, questioned
- raised, ranked, rated, realized, received, recommended, reconciled, recorded, recruited, redesigned, reduced, regulated, rehabilitated, related, reorganized, repaired, replaced, replied, reported, represented, researched, resolved, responded, restored, revamped, reviewed, revise
- saved, scheduled, selected, served, serviced, set, set up, shaped, shared, showed, simplified, sold, solved, sorted, sought, sparked, specified, spoke, staffed, started, streamlined, strengthened, stressed, stretched, structured, studied, submitted, substituted, succeeded, suggested, summarized, superseded, supervised, surveyed, systematized
- tackled, targeted, taught, terminated, tested, took, toured, traced, tracked, traded, trained, transferred, transcribed, transformed, translated, transported, traveled, treated, trimmed, tripled, turned, tutored

- umpired, uncovered, understood, understudied, unified, unraveled, updated, upgraded, used, utilized
- verbalized, verified, visited
- waged, weighed, widened, won, worked, wrote

## More Power Words To Consider

capable  
capability  
capacity  
competence  
competent  
complete  
completely  
consistent  
contributions  
demonstrated  
developing  
educated  
efficient  
effective  
effectiveness  
enlarging  
equipped  
excellent  
exceptional  
expanding  
experienced  
global  
increasing  
knowledgeable  
major  
mature  
maturity  
nationwide  
outstanding  
performance  
positive  
potential  
productive  
proficient  
profitable

proven  
qualified  
record  
repeatedly  
resourceful  
responsible  
results  
significant  
significantly  
sound  
specialist  
substantial  
substantially  
successful  
stable  
thorough  
thoroughly  
versatile  
vigorous  
well educated  
well rounded  
worldwide