



POWER VERBS

How to use power verbs: Your accomplishment statements should be bulleted and start with a strong skill/ power verb, demonstrating specific actions, followed by what you actually did, by the results, or outcome you achieved.

MANAGEMENT/ LEADERSHIP

Aligned	Guided	Mentored
Chaired	Hired Operated	Motivated
Controlled	Orchestrated	Recruited
Coordinated	Organized	Regulated
Cultivated	Oversaw	Shaped
Directed	Planned	Supervised
Executed	Produced	Taught
Facilitated	Programmed	Trained

RESEARCH, ANALYSIS, AND PLANNING

Analyzed	Experimented	Qualified
Assembled	Explored	Quantified
Assessed	Forecasted	Searched
Calculated	Identified	Studied
Conducted	Interpreted	Surveyed
Discovered	Investigated	Tested
Evaluated	Measured	Tracked
Examined	Organized	Reviewed

ACHIEVEMENT

Attained	Demonstrated	Reached
Awarded	Earned	Showcased
Completed	Exceeded	Succeeded

DEVELOPMENT

Administered	Devised	Implemented
Built	Engineered	Incorporated
Charted	Established	Initiated
Created	Founded	Instituted
Designed	Formed	Introduced
Developed	Formulated	Launched

PROBLEM SOLVING

Accelerated	Gained	Debugged
Achieved	Inventoried	Decreased
Advanced	Programmed	Deducted
Amplified	Recorded	Delivered
Boosted	Reduced	Diagnosed
Calculated	Verified	Enhanced
Capitalized		Expanded
Conserved		Expedited

COMMUNICATION/TEAMWORK

Advised	Consulted	Informed
Advocated	Conveyed	Persuaded
Briefed	Convinced	Promoted
Coached	Counseled	Publicize
Campaigned	Critiqued	Resolved
Co-authored	Documented	Reviewed
Composed	Edited	Verified

IMPROVEMENTS

Clarified	Overhauled	Restructured
Converted	Redesigned	Revamped
Customized	Refined	Simplified
Influenced	Refocused	Standardized
Integrated	Rehabilitated	Strengthened
Merged	Remodeled	Transformed
Modified	Reorganized	Updated
	Replaced	Upgraded

Adapted from:

<https://www.themuse.com/advice/185-powerful-verbs-that-will-make-your-resume-awesome> https://www.uni.edu/careerservices/sites/default/files/docs/resume_verbs.pdf
<https://novoresume.com/career-blog/top-10-most-powerful-action-words-for-resume>



TRANSFERABLE SKILLS

COMMUNICATION

- Active Listening
- Oral Presentations
- Editing & Proof Reading
- Expressing Ideas
- Writing For Diverse Audiences

PROJECT MANAGEMENT

- Goal Setting / Achieving Objectives
- Developing Projects / Ideas
- Prioritizing Tasks
- Time Management

TEAMWORK

- Giving / Receiving Feedback
- Collaborating
- Navigating Diverse Perspectives
- Establishing Professional Relationships

ANALYSIS & PROBLEM SOLVING

- Analyzing Problems / Processes
- Synthesizing Information
- Interpreting Underlying Themes
- Evaluating Solutions

DATA MANAGEMENT

- Creating / Maintaining A Budget
- Maintaining Accurate Records
- Using Productivity Technology (ex. Product Management Software)

INNOVATION

- Creative / Design Thinking
- Market / Trend Awareness
- Conceptualizing Ideas
- Designing Workshops / Events

LEADERSHIP

- Facilitating Meetings / Discussions
- Motivating Others
- Problem-Solving
- Making Recommendations
- Mentoring / Coaching Individuals

PERSONAL

- Self Motivation
- Adaptability To Changing Situations
- Accountability / Self Responsibility