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# Putting Power Words into Your Resume

Source: *Resume Power Words* - Copyright © 2006 - 2015 Money-Zine.com (Last Reviewed on April 16, 2015)

Writing a resume is different than writing a report or an 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 Fresno.
- 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