

Power Verbs for Résumés

B-5

accelerated	accommodated	accomplished
achieved	acquired	acted
activated	adapted	added
addressed	adjusted	administered
admitted	advanced	advised
aided	alleviated	allocated
allowed	altered	ameliorated
amended	analyzed	appointed
apportioned	appraised	apprised
approved	approximated	arbitrated
arranged	ascertained	assembled
assessed	assigned	assisted
attained	attested	audited
augmented	authored	authorized
balanced	bolstered	boosted
brainstormed	budgeted	built
calculated	catalogued	centralized
certified	chaired	charted
clarified	classified	coached
collaborated	collected	commissioned
committed	communicated	compared
compiled	composed	computed
conceptualized	concluded	confirmed
consented	consolidated	constructed
contracted	contributed	converted
convinced	cooperated	coordinated
correlated	corresponded	counseled
created	critiqued	customized
debugged	deciphered	dedicated
delegated	deliberated	demonstrated
designated	designed	determined
devaluated	developed	devised
diagnosed	directed	disbursed
dispatched	displayed	drafted
eased	eclipsed	edited
educated	elevated	elicited
employed	empowered	enabled
encouraged	endorsed	engineered
enhanced	enlarged	enlisted
enriched	enumerated	envisioned
established	estimated	evaluated
examined	excelled	executed
exercised	expanded	expedited
explained	extended	extracted
fabricated	facilitated	familiarized

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fashioned	figured	finalized
forecasted	formulated	fostered
founded	fulfilled	generated
grew	guaranteed	guided
hired	identified	illustrated
implemented	improved	improvised
increased	indexed	indicated
inferred	influenced	informed
initiated	innovated	inspected
inspired	instituted	instructed
integrated	interceded	interpreted
interviewed	introduced	invented
investigated	involved	issued
judged	justified	launched
lectured	led	licensed
lightened	linked	maintained
marketed	measured	mediated
minimized	mobilized	modeled
moderated	modernized	modified
monitored	motivated	multiplied
negotiated	officiated	operated
orchestrated	organized	originated
overhauled	performed	persuaded
pioneered	planned	polished
prepared	prescribed	prioritized
processed	procured	produced
programmed	projected	promoted
publicized	purchased	queried
questioned	raised	rated
realized	recommended	reconciled
recorded	recruited	rectified
reduced (losses)	refined	referred
reformed	regarded	regulated
rehabilitated	reinforced	rejuvenated
related	relived	remedied
remodeled	repaired	reported
represented	researched	reserved
resolved (problems)	restored	retrieved
revamped	reviewed	revised
revitalized	revived	sanctioned
satisfied	scheduled	screened
scrutinized	secured	served
set goals	settled	shaped
smoothed	solicited	solved
sought	spearheaded	specified

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spoke	stimulated	streamlined
strengthened	studied	submitted
substantiated	suggested	summarized
supervised	supplemented	surveyed
sustained	synthesized	systematized
tabulated	tailored	traced
trained	transacted	transformed
translated	transmitted	updated
upgraded	validated	valued
verified	visualized	wrote