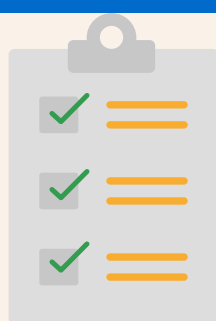


POWER VERBS

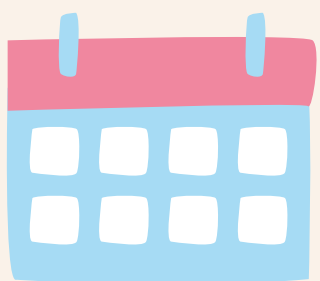
FOR RESUMES & COVER LETTERS

Use this guide to find power verbs for your resumes and cover letters! Guide inspired by a resource from the Denison University Austin E. Knowlton Center for Career Exploration.



PLANNING

Administered, Anticipated, Arranged, Commissioned, Determined, Developed, Devised, Edited, Evaluated, Forecasted, Formulated, Identified, Observed, Organized, Planned, Processed, Prepared, Prioritized, Researched, Recorded, Revised, Screened, Strategized, Studied, Tailored, Validated



ORGANIZING

Acquired, Activated, Adjusted, Allocated, Altered, Appointed, Arranged, Assembled, Assessed, Assigned, Authorized, Catalogued, Confirmed, Coordinated, Customized, Delegated, Designed, Established, Facilitated, Implemented, Incorporated, Linked, Mapped out, Obtained, Procured, Recruited, Rectified, Scheduled, Simplified, Tracked



EXECUTING

Accomplished, Administered, Carried out, Collected, Completed, Conducted, Displayed, Distributed, Entered, Exercised, Input, Installed, Operated, Prepared, Performed, Processed, Produced, Proofed, Prospected



SUPERVISING & LEADING

Accelerated, Adjusted, Assessed, Certified, Chaired, Conducted, Corrected, Empowered, Enlisted, Established, Examined, Explored, Influenced, Inspected, Inspired, Managed, Maintained, Measured, Mentored, Monitored, Motivated, Overhauled, Oversaw, Pioneered, Refined, Regulated, Reviewed, Screened, Strengthened, Supervised, Trained, Transformed, Updated, Visualized



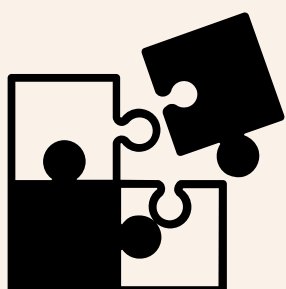
GETTING RESULTS

Accomplished, Achieved, Aided, Advanced, Attained, Augmented, Boosted, Combined, Completed, Consolidated, Constructed, Contributed, Delivered, Demonstrated, Earned, Eliminated, Enlarged, Enlisted, Ensured, Excelled



GETTING RESULTS

Expanded, Expedited, Extended, Finalized, Fulfilled, Gained, Generated, Grew, Heightened, Improved, Increased, Innovated, Integrated, Introduced, Launched, Minimized, Obtained, Orchestrated, Produced, Qualified, Reduced, Restored, Uncovered



PROBLEM SOLVING

Alleviated, Analyzed, Brainstormed, Collaborated, Conceived, Conceptualized, Created, Detected, Diagnosed, Engineered, Formulated, Investigated, Recommended, Predicted, Repaired, Revamped, Revitalized, Revived, Satisfied, Solved, Synthesized, Theorized

POWER VERBS

FOR RESUMES & COVER LETTERS

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QUANTITATIVE

Accounted for, Appraised, Audited, Balanced, Budgeted, Compiled, Computed, Conserved, Dispensed, Dispersed, Estimated, Financed, Grossed, Increased, Inventoried, Maximized, Netted, Profited, Projected, Purchased, Quantified, Reconciled, Recorded, Reduced, Tabulated, Totaled



COMMUNICATIVE

Adapted, Addressed, Arbitrated, Argued, Ascertained, Attested, Authored, Collaborated, Clarified, Cleared up, Corresponded, Composed, Concluded, Convinced, Consulted, Corresponded, Critiqued, Defined, Developed, Demonstrated, Drafted, Edited, Extracted



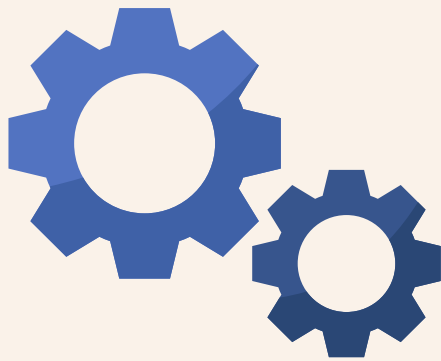
COMMUNICATIVE

Illustrated, Instructed, Marketed, Negotiated, Persuaded, Presented, Publicized, Questioned, Reinforced, Reported, Revealed, Shaped, Specified, Summarized, Supplemented, Supported, Synthesized, Tested, Translated, Verified



HELPING & TEACHING

Aided, Accommodated, Adapted, Advised, Assisted, Clarified, Coached, Cooperated, Coordinated, Counseled, Demystified, Developed, Eased, Enabled, Endorsed, Enhanced, Enabled, Encouraged, Evaluated, Facilitated, Guided, Instructed, Mobilized, Modeled, Persuaded, Provided, Rehabilitated, Served, Stimulated, Sustained, Trained, Tutored, Validated



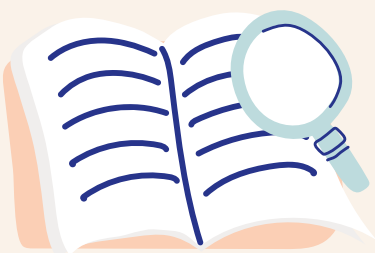
TECHINCAL

Assemble, Build, Calculate, Compute, Configure, Design, Devise, Engineer, Fabricate, Install, Maintain, Operate, Overhaul, Program, Remodel, Repair, Retrieve, Solve, Upgrade



CREATIVE

Conceptualize, Create, Customize, Design, Develop, Direct, Establish, Fashion, Found, Illustrate, Initiate, Institute, Integrate, Introduce, Invent, Organize, Perform, Plan, Revitalize, Shape



RESEARCH

Clarify, Collect, Critique, Diagnose, Evaluate, Examine, Extract, Identify, Inspect, Interpret, Interview, Investigate, Organize, Review, Summarize, Survey, Systematize