

Power Words for Resumes

Accelerated	Conducted	Entertained	Inventoried	Piloted	Researched
Accompanied	Conferred	Established	Investigated	Placed	Reserved
Accumulated	Constructed	Estimated	Invoiced	Planned	Responsible
Achieved	Consulted	Evaluated	Issued	Posted	Retrieved
Acquired	Contracted	Examined	Judged	Practical	Revised
Administered	Contracted	Exchanged	Justified	Performed	Routed
Admitted	Contrasted	Exhibited	Kept	Prepared	Scheduled
Advised	Controlled	Expanded	Learned	Prescribed	Secured
Aided	Converted	Experienced	Lectured	Presented	Selected
Allowed	Convinced	Fabricated	Led	Priced	Sent
Analyzed	Coordinated	Feb	Licensed	Printed	Separated
Answered	Copied	Figured	Listed	Processed	Served
Applied	Corrected	Filed	Listened	Produced	Serviced
Appointed	Corresponded	Financed	Loaded	Programmed	Set up
Appraised	Counseled	Finished	Located	Promoted	Showed
Assembled	Counted	Fired	Logged	Prompted	Sold
Assessed	Created	Fitted	Mailed	Proofread	Solicited
Assigned	Debated	Fixed	Maintained	Proposed	Sorted
Assisted	Decided	Formulated	Managed	Proved	Straightened
Attached	Delivered	Founded	Manufactured	Provided	Summarized
Authorized	Demonstrated	Governed	Marked	Published	Supervised
Balanced	Deposited	Graphed	Measured	Purchased	Supplied
Billed	Described	Greeted	Met	Ran	Tallied
Bought	Designed	Handled	Modified	Rated	Taught
Budgeted	Detailed	Headed	Monitored	Read	Telephoned
Built	Determined	Helped	Motivated	Rearranged	Tested
Calculated	Developed	Hired	Negotiated	Rebuilt	Transcribed
Cashed	Devised	Identified	Nominated	Recalled	Transferred
Catalogued	Diagnosed	Implemented	Noted	Received	Transformed
Changed	Directed	Improved	Notified	Recommended	Translated
Charged	Discovered	Improvised	Numbered	Reconciled	Transported
Charted	Dismantled	Increased	Observed	Recorded	Traveled
Checked	Dispatched	Indexed	Obtained	Reduced	Treated
Classified	Dispensed	Indicated	Opened	Referred	Troubleshoot
Cleaned	Displayed	Informed	Operated	Registered	Tutored
Cleared	Distributed	Initiated	Ordered	Regulated	Typed
Closed	Documented	Inspected	Organized	Related	Unified
Coded	Drew	Installed	Outlined	Relayed	Utilized
Collected	Drove	Instructed	Overcame	Renewed	Verbalized
Commanded	Earned	Insured	Package	Reorganized	Verified
Compiled	Educated	Integrated	Packed	Repaired	Weighed
Completed	Employed	Interpreted	Paid	Replaced	Won
Composed	Encouraged	Interviewed	Participated	Reported	Worked
Computed	Engineered	Introduced	Patrolled	Requested	Wrote