Power Verbs for a Résumé and Writing

accelerated
accommodated
accomplished
achieved
acquired
acted
activated
adapted
addressed
adjusted
administered
admitted
advanced
advised
aided
alleviated
allocated
allowed
altered
amended
analyzed
appointed
appraised
apprised
approved
arbitrated
arranged
ascertained
assembled
assessed
assigned
attained
audited
augmented
authored
authorized
balanced
bolstered
brainstormed
budgeted
built
calculated
catalogued
centralized
certified
chaired
charted
clarified
classified
coached
collaborated
collected
commissioned
committed

communicated
compared
compiled
composed
computed
concluded
confirmed
consented
consolidated
constructed
contracted
contributed
converted
convinced
cooperated
coordinated
correlated
corresponded
counseled
created
critiqued
customized
debugged
deciphered
dedicated
delegated
demonstrated
designated
designed
determined
developed
devised
diagnosed
directed
disbursed
dispatched
displayed
drafted
eased
edited
educated
elevated
elicited
employed
empowered
enabled
encouraged
endorsed
engineered
enhanced
enlarged
enlisted
enriched
established

estimated
evaluated
examined
excelled
executed
exercised
expanded
expedited
explained
extended
fabricated
facilitated
familiarized
fashioned
figured
finalized
forecasted
formulated
fostered
founded
fulfilled
generated
guaranteed
guided
hired
identified
illustrated
implemented
improved
improvised
increased
indexed
indicated
inferred
influenced
informed
initiated
innovated
inspected
inspired
instituted
instructed
integrated
interpreted
interviewed
introduced
invented
investigated
involved
issued
judged
justified
launched
lectured

linked
maintained
marketed
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
relieved
remedied
remodeled
repaired
reported
represented
researched
reserved
resolved
restored
revamped
reviewed
revised
revitalized
revived
sanctioned
satisfied
scheduled
screened
scrutinized
secured
served
settled
shaped
solicited
solved
sought
spearheaded
specified
stimulated
streamlined
strengthened
studied
submitted
substantiated
suggested
summarized
supervised
supplemented
surveyed
sustained
synthesized
tabulated
tailored
trained
transformed
translated
transmitted
updated
upgraded
validated
verified