

**POWER
WORDS FOR
RESUMES**

Accelerated	Charged	Designed	Facilitated
Accomplished	Charted	Detailed	Fed
Accumulated	Checked	Determined	Figured
Achieved	Classified	Developed	Filled
Acquired	Cleaned	Devised	Filed
Adapted	Closed	Diagnosed	Financed
Addressed	Coded	Directed	Finished
Administered	Collaborated	Discovered	Fired
Admitted	Collected	Dismantled	Fitted
Advanced to	Composed	Dispatched	Fixed
Advised	Commanded	Dispensed	Forecasted
Aided	Communicated	Displayed	Formed
Allowed	Compiled	Dissected	Formulated
Analyzed	Competed	Distilled	Founded
Anticipated	Completed	Distributed	Generated
Answered	Composed	Diverted	Governed
Applied	Computed	Documented	Graded
Appointed	Conceived	Doubled	Graphed
Appraised	Condensed	Drafted	Greeted
Approved	Conducted	Drew	Guided
Arbitrated	Conferred	Drove	Handled
Arranged	Constructed	Earned	Headed
Assembled	Consulted	Edited	Helped
Assessed	Contracted	Educated	Hired
Assigned	Contrasted	Effected	Identified
Assisted	Controlled	Eliminated	Illustrated
Attached	Converted	Employed	Implemented
Attained	Convinced	Enacted	Improved
Attended	Coordinated	Encouraged	Improvised
Audited	Copied	Enforced	Increased
Authorized	Corrected	Engineered	Indexed
Balanced	Correlated	Enlarged	Indicated
Billed	Corresponded	Entertained	Influenced
Bought	Counseled	Established	Informed
Budgeted	Counted	Estimated	Initiated
Built	Created	Evaluated	Inspected
Calculated	Credited	Examined	Installed
Cashed	Cultivated	Exchanged	Instituted
Catalogued	Debated	Executed	Instructed
Centralized	Decided	Exhibited	Insured
Chaired	Decreased	Expanded	Integrated
Changed	Delegated	Expedited	Interpreted
	Delivered	Experienced	Intervened
	Demonstrated	Explained	Interviewed
	Deposited	Extracted	Introduced
	Described	Fabricated	Invented

Inventoried	Ordered	Quelled	Separated
Investigated	Organized	Ran	Served
Invoiced	Originated	Raised	Serviced
Issued	Outlined	Rated	Set up
Judged	Overcame	Razed	Showed
Justified	Oversaw	Read	Simplified
Kept	Packaged	Rearranged	Sketched
Keynoted	Packed	Rebuilt	Sold
Launched	Paid	Recalled	Solicited
Learned	Painted	Received	Solved
Lectured	Participated	Recommended	Sorted
Led	Patrolled	Reconciled	Spoke
Licensed	Perceived	Recorded	Staffed
Lifted	Perfected	Recruited	Stimulated
Listed	Performed	Reduced	Stocked
Listened	Persuaded	Referred	Stored
Loaded	Photographed	Registered	Straightened
Located	Piloted	Regulated	Streamlined
Logged	Pioneered	Rehabilitated	Strengthened
Mailed	Pinpointed	Reinforced	Structured
Maintained	Placed	Related	Studied
Managed	Planned	Relayed	Succeeded
Manufactured	Posted	Rendered	Summarized
Marked	Predicted	Renewed	Supervised
Marketed	Prepared	Reorganized	Supplied
Maximized	Prescribed	Repaired	Supported
Measured	Presented	Replaced	Surveyed
Mediated	Prevented	Reported	Synthesized
Met	Priced	Represented	Systematized
Minimized	Printed	Requested	Tallied
Moderated	Processed	Researched	Taught
Modified	Procured	Reserved	Telephoned
Monitored	Produced	Reshaped	Tested
Motivated	Programmed	Resolved	Trained
Navigated	Progressed	Restored	Transferred
Negotiated	Prompted	Retrieved	Transcribed
Networked	Promoted	Revamped	Translated
Nominated	Proofed	Reviewed	Transported
Noted	Proofread	Revised	Traveled
Notified	Proposed	Routed	Tutored
Numbered	Proved	Saved	Typed
Observed	Provided	Scheduled	Upgraded
Obtained	Publicized	Secured	Used
Opened	Published	Selected	Verified
Operated	Purchased	Sent	Wrote