

VERBS TO POWER UP YOUR RESUME

Analytical	Communication	Creative	Help/Support	Improvement	Leadership	Organization
allocated	accentuated	acted	adopted	accelerated	activated	adapted
analyzed	addressed	adapted	advocated	accomplished	advised	administered
appraised	advocated	brainstormed	aided	achieved	anticipated	arranged
assessed	arbitrated	built	alleviated	acquired	appointed	assembled
audited	authored	composed	assembled	added	authorized	assigned
budgeted	clarified	conceived	assisted	advanced	chaired	automated
calculated	collaborated	conceptualized	assured	amplified	championed	balanced
compared	communicated	constructed	bolstered	bolstered	changed	centralized
computed	composed	created	chosen	capitalized	channeled	charted
concluded	conceived	cultivated	clarified	challenged	coached	checked
confirmed	consulted	designed	collected	decreased	commanded	classified
conserved	contacted	developed	committed	developed	conducted	collected
corrected	conveyed	devised	continued	earned	controlled	combined
correlated	convinced	discovered	contributed	elevated	counseled	compared
critiqued	critiqued	drafted	cooperated	enhanced	curtailed	compiled
deciphered	defined	edited	delivered	enriched	decided	completed
detailed	demonstrated	envisioned	designated	exceeded	delegated	configured
determined	described	established	devoted	expanded	designated	consolidated
devised	discussed	evolved	eased	expedited	directed	converted
diagnosed	disseminated	exhibited	empowered	gained	diversified	coordinated
differentiated	drafted	formed	enabled	improved	elected	distinguished
economized	edited	formulated	encouraged	lowered	empowered	facilitated
eliminated	educated	founded	engaged	maximized	encouraged	focused
engineered	explained	generated	enriched	modernized	enforced	gathered
equated	expressed	illustrated	ensured	multiplied	established	incorporated
estimated	guided	improvised	executed	overhauled	furthered	instituted
evaluated	improvised	initiated	facilitated	proved	galvanized	integrated
examined	instructed	innovated	fostered	recovered	garnered	logged
extracted	interviewed	inspired	fulfilled	reduced	governed	mapped out
figured	lectured	installed	guaranteed	refined	harmonized	merged
fine-tuned	marketed	instituted	guided	regained	headed	modified
formulated	mediated	introduced	implemented	renovated	hired	organized
gauged	moderated	invented	informed	reshaped	launched	planned
identified	negotiated	launched	maintained	restored	led	prepared
interpreted	persuaded	orchestrated	monitored	revised	mentored	prioritized
investigated	presented	originated	nurtured	revitalized	monitored	processed
projected	promoted	overhauled	perfected	rewarded	motivated	procured
quantified	publicized	performed	prepared	secured	oversaw	provided
reconciled	recommended	pioneered	referred	simplified	owned	recorded
researched	recruited	produced	reformed	solidified	recognized	refined
reviewed	represented	remodeled	reinforced	stimulated	reinforced	restructured
saved	responded	revamped	repaired	streamlined	remedied	routed
screened	schooled	revolutionized	reviewed	strengthened	resolved	scheduled
substantiated	shaped	shaped	served	succeeded	salvaged	set up
tabulated	showcased	solved	served	surpassed	spearheaded	standardized
tested	summarized	stimulated	supplemented	targeted	stabilized	structured
theorized	synthesized	streamlined	supported	tightened	steered	synchronized
uncovered	targeted	transformed	transferred	trimmed	supervised	systemized
validated	taught	updated	undertook	turned around	unified	tracked
valued	translated	visualized	utilized	upgraded	united	verified