

## Power Verbs are Action Words

Power verbs and action words explain your skills and they help make your resume more interesting while communicating a message that you are a confident and competent candidate.

### Tips for Using Power Verbs

- Ensure you understand the exact meaning of the power verb you are using and refer to a dictionary or the internet to research the definition.
- Check your sentence to confirm that you have used it correctly. Ask someone for help if you are not sure. You don't want to make a mistake, especially on a resume.
- Add a variety of power verbs – repeating a word over and over can sound boring and implies that you may have only a few skills. Managed is a great power verb, but if it is overused or repeated, the impact of its power becomes reduced.
- Start your bullet points or sentences with a power verb.
- If you are still working in a position, use present tense. If you are describing your past positions, use past tense. Check to make sure that your tenses are consistent.
- Make sure you are comfortable with the word before you use it.

Below are examples of weaker verbs and alternatives to consider using when writing your resume. Keep in mind that these lists may not include all possible power verbs.

#### Instead of did, use:

Acted	Arranged	Facilitated
Activated	Carried out	Handled
Administered	Conducted	Performed
Applied	Executed	

#### Instead of made, use:

Assembled	Designed	Engineered
Composed	Developed	Established
Created	Devised	Fashioned
Formulated	Produced	
Generated	Synthesized	

## Tip Sheet: RESUMES – POWER VERBS

### Instead of *fixed*, use:

Alleviated	Diagnosed	Revitalized
Amended	Investigated	Solved
Debugged	Remedied	Synthesized
Detected	Repaired	Streamlined

### Instead of *showed*, use:

Demonstrated	Exhibited	Portrayed
Depicted	Highlighted	Represented
Described	Illustrated	

### Instead of *talk, spoke, wrote, communicated*, use:

Addressed	Consulted	Educated
Advocate	Collaborated	Explained
Briefed	Corresponded	Highlighted
Composed	Disseminated	Informed
Convinced	Edited	Presented

### Instead of *kept*, use:

Ensured	Maintained	Strengthened
---------	------------	--------------

### Instead of *got*, use:

Achieved	Obtained	Procured
----------	----------	----------

### Instead of *changed, made something better, got results*, use:

Accelerated	Attained	Excelled
Accomplished	Converted	Generated
Achieved	Decreased	Heightened
Altered	Eliminated	Maximized
Awarded	Expanded	Transformed

### Instead of *helped*, use:

Aided	Bolstered	Enriched
Assisted	Enhanced	Helped

## Power Verbs for Specific Industries

Below are power verbs divided into specific industries. Please note that the same power verbs can be used for many different jobs, so if you see a power verb in one job category such as medicine, it may also apply to a different job too.

### Administrative, Clerical, Receptionist, Secretary

Administered	Categorized	Formatted
Answered	Classified	Handled
Aided	Collected	Ordered
Assisted	Coordinated	Organized
Arranged	Distributed	Prepared
Balanced	Edited	Recorded
Cataloged	Filed	Scheduled

### Customer Service, Tourism, Hospitality, Retail Store

Accommodated	Aided	Assured
Addressed	Anticipated	Clarified
Advertised	Answered	Distributed
Advised	Assisted	Supported

### Business, Finance, Accounting

Anticipated	Budgeted	Financed
Appraised	Demonstrated	Forecasted
Assessed	Distributed	Implemented
Audited	Estimated	Projected
Bargained	Evaluated	Targeted

### Engineering

Assessed	Developed	Implemented
Collaborated	Drafted	Innovated
Constructed	Drew	Regulated
Converted	Engineered	

## Tip Sheet: RESUMES – POWER VERBS

### IT, Computers, Technology

Brainstormed	Converted	Developed
Collaborated	Debugged	Fixed
Computed	Detected	Formatted
Consulted	Determined	Verified

### Leadership & Management

Allocated	Consolidated	Encouraged
Approved	Convinced	Guided
Assessed	Coordinated	Lead
Authorized	Delegated	Orchestrated
Chaired	Directed	Spearheaded

### Machine Operator

Inspected	Manufactured	Prepared
Installed	Operated	Repaired

### Medicine & Healthcare

Prevented	Monitored	Evaluated
Assessed	Counseled	Treated

### Public Sector & Government

Accommodated	Consulted	Issued
Advised	Estimated	Officiated
Allocated	Evaluated	Promoted
Appointed	Financed	Negotiated
Authorized	Identified	Regulated
Budgeted	Implemented	Represented
Commissioned	Instituted	Sanctioned

### Researcher, Scientist, Academic

Acquired	Conducted	Measured
Analyzed	Discovered	Published
Brainstormed	Examined	Reviewed
Classified	Formulated	Shared
Collaborated	Identified	Studied
Collected	Interpreted	Uncovered
Compiled	Interviewed	
Consulted	Lectured	

## Tip Sheet: RESUMES – POWER VERBS

### Teaching & Advising

Advised  
Assisted  
Coached  
Encouraged  
Evaluated  
Fostered

Educated  
Empowered  
Encouraged  
Explained  
Guided  
Highlighted

Informed  
Instructed  
Prepared  
Presented  
Supplemented  
Taught