



Power Verbs

Management/Leadership/Decision Making Skills

- administered
- advocated
- analyzed
- appointed
- approved
- assigned
- attained
- authorized
- chaired
- considered
- consolidated
- contracted
- controlled
- converted
- coordinated
- decided
- delegated
- determined
- developed
- directed
- elected
- eliminated
- emphasized
- enforced
- enhanced
- enlisted
- established
- executed
- formed
- founded
- generated
- governed
- handled
- headed
- hired
- hosted
- improved
- incorporated
- increased
- initiated
- inspected
- instituted
- led
- managed
- merged
- moderated
- motivated
- obtained
- operated
- organized
- originated
- overhauled
- oversaw
- pioneered
- planned
- presided
- prioritized
- produced
- recommended
- recruited
- reorganized
- replaced
- represented
- restored
- reviewed
- scheduled
- secured
- selected
- spearheaded
- sponsored
- staged
- started
- streamlined
- strengthened
- supervised
- synchronized
- systematized
- terminated

Communication/People Skills

- addressed
- advertised
- arbitrated
- arranged
- articulated
- authored
- clarified
- collaborated
- communicated
- composed
- condensed
- conducted
- conferred
- consulted
- contacted
- conveyed
- convinced
- corresponded
- debated
- defined
- described
- developed
- directed
- disclosed
- discussed
- divulged
- drafted
- edited
- elicited
- enlisted
- explained
- expressed
- formulated
- furnished
- generated
- incorporated
- influenced
- interacted
- interpreted
- interviewed
- involved
- issued
- joined
- judged
- lectured
- listened
- marketed
- mediated
- moderated
- negotiated
- observed
- outlined
- participated
- persuaded
- presented
- printed
- proclaimed
- produced
- promoted
- promulgated
- proofread
- proposed
- proved
- publicized
- recommended
- reconciled
- recruited
- referred
- reinforced
- reported
- resolved
- responded
- scheduled
- solicited
- specified
- spoke
- suggested
- summarized
- synthesized
- translated
- wrote

Additional Verbs for Accomplishments

- achieved
- completed
- exceeded
- expanded
- improved
- pioneered
- reduced (losses)
- resolved (issues)
- restored
- spearheaded
- succeeded
- surpassed
- transformed
- won

Technical Skills

- adapted
- applied
- assembled
- assessed
- built
- calculated
- computed
- conceptualized
- conserved
- constructed
- converted
- customized
- debugged
- designed
- determined
- developed
- diagnosed
- distributed
- drafted
- edited
- engineered
- established
- evaluated
- fabricated
- formatted
- fortified
- identified
- implemented
- improved
- initiated
- inspected
- installed
- interpreted
- led
- maintained
- manufactured
- modified
- monitored
- observed
- operated
- ordered
- outlined
- overhauled
- printed
- processed
- produced
- programmed
- recommended
- rectified
- regulated
- remodeled
- renovated
- repaired
- replaced
- restored
- researched
- reviewed
- revised
- scrutinized
- serviced
- solved
- specialized
- standardized
- started
- studied
- supplied
- surveyed
- tested
- tracked
- translated
- transported
- trucked
- upgraded
- utilized

Teaching Skills

- adapted
- advised
- articulated
- chaired
- clarified
- coached
- communicated
- conducted
- coordinated
- critiqued
- developed
- encouraged
- ensured
- evaluated
- explained
- facilitated
- focused
- guided
- individualized
- informed
- instilled
- instructed
- motivated
- persuaded
- planned
- scouted
- set goals
- stimulated
- taught
- tested
- trained
- transmitted
- tutored

Financial Data Skills

- adjusted
- administered
- allocated
- analyzed
- appraised
- assessed
- audited
- balanced
- budgeted
- calculated
- compiled
- computed
- conserved
- corrected
- correlated
- defined
- determined
- developed
- estimated
- forecasted
- managed
- marketed
- measured
- monitored
- planned
- prepared
- programmed
- projected
- qualified
- reconciled
- reduced
- researched
- retrieved

Health/Science/Medical

- acted
- administered
- alleviated
- allocated
- attended
- collaborated
- compared
- conferred
- consulted
- contribute
- dealt
- demonstrated
- developed
- discovered
- dispensed
- disseminated
- drafted
- encouraged
- fielded
- filled
- functioned
- geared
- guided
- identified
- implemented
- initiated
- labeled
- leveraged
- monitored
- motivated
- observed
- operated
- oriented
- prepared
- produced
- ran
- received
- recorded
- requisitioned
- specialized

Artistic/Creative/Innovative Skills

- accessorized
- achieved
- acted
- authorized
- began
- built
- choreographed
- combined
- composed
- conceived
- conceptualized
- condensed
- created
- customized
- designed
- developed
- directed
- displayed
- drew
- entertained
- established
- fashioned
- featured
- formulated
- founded
- generated
- illustrated
- initiated
- instituted
- introduced
- invented
- investigated
- modeled
- modified
- modeled
- originated
- performed
- photographed
- planned
- produced
- revised
- revolutionized
- sculpted
- shaped
- solved
- tailored
- wove
- wrote

Helping/Counseling/Mediating Skills

- adapted
- advocated
- aided
- answered
- arranged
- assessed
- assisted
- attended
- cared for
- clarified
- coached
- comforted
- contributed
- cooperated
- counseled
- demonstrated
- diagnosed
- educated
- encouraged
- ensured
- expedited
- facilitated
- familiarized
- fostered
- furthered
- guided
- helped
- instilled
- insured
- intervened
- mentored
- motivated
- prevented
- provided
- referred
- rehabilitated
- represented
- resolved
- settled
- simplified
- supplied
- supported
- tutored
- volunteered

Organization/Administrative/Detail Skills

- approved
- arranged
- ascertained
- catalogued
- categorized
- charted
- coded
- collected
- compiled
- coordinated
- corrected
- corresponded
- disseminated
- distributed
- edited
- executed
- facilitated
- filed
- formalized
- generated
- handled
- implemented
- incorporated
- inspected
- logged
- maintained
- monitored
- obtained
- operated
- ordered
- organized
- planned
- prepared
- prioritized
- processed
- produced
- provided
- purchased
- recorded
- reorganized
- reserved
- resolved
- responded
- reviewed
- routed
- scheduled
- screened
- scrutinized
- secured
- served
- set up
- shipped
- solicited
- standardized
- streamlined
- submitted
- supplied
- systematized
- updated
- validated
- verified

Selling/Convincing Skills

- arbitrated
- campaigned
- convinced
- closed
- demonstrated
- dispatched
- dissuaded
- lobbied
- logged
- marketed
- mediated
- motivated
- negotiated
- participated
- persuaded
- promoted
- publicized
- raised
- recommended
- recruited
- resolved
- secured
- settled
- sold
- solicited
- updated
- volunteered

Analytical/Research Skills

- analyzed
- clarified
- collected
- compared
- conducted
- critiqued
- determined
- diagnosed
- evaluated
- examined
- experimented
- explored
- extracted
- formulated
- identified
- inspected
- interpreted
- interviewed
- invented
- investigated
- located
- measured
- researched
- reviewed
- searched
- solved
- summarized
- surveyed
- systematized
- tested

People Oriented Traits

- congenial
- cooperative
- courteous
- diplomatic
- eloquent
- friendly
- generous
- helpful
- listener
- optimistic
- outgoing
- sense of humor
- sensible
- supportive
- sympathetic
- team worker
- tolerant of others

Desirable Traits for Potential Employees

- accurate
- adaptable
- ambitious
- analytical
- artistic talent
- awareness
- capable
- clear-thinker
- competent
- conscientious
- cooperative
- creative
- dedicated
- diligent
- dependable
- diplomatic
- eager
- efficient
- energetic
- enterprising
- enthusiastic
- eye for detail
- farsighted
- flexible
- goal directed
- good judgment
- hard worker
- high achiever
- high energy
- honest
- imaginative
- improved
- independent
- industrious
- innovative
- invested
- listening
- loyal
- methodical
- meticulous
- motivated
- negotiated
- optimistic
- orderly
- organization
- patient
- perfectionist
- persistent
- problem solver
- productive
- punctual
- quick learner
- resourceful
- responsible
- risk taker
- self-motivated
- sense of humor
- sensitive
- serious
- shrewd
- sincere
- speaking skills
- team player
- thorough
- time management
- trustworthy
- verbal
- verified
- visionary
- willingly-relocate
- willing to travel
- works