

Powerful Words to Describe You

The average employer reads your resume for 20 seconds. Power words, or action verbs, are words used to help make a statement stronger. By using action verbs, you can assume an “active voice” instead of a “passive voice” on your resume. Properly incorporating power words into your resumes, letters and other correspondence can help convey strong writing skills and increase the strength of your communication. These words can offer a significant, if not necessary, resume improvement. Use these powerful words on your resume to get you noticed. However, be careful not to overuse them.

Power Word Examples by Industry

Management Power Words

Built

Demonstrated

Developed

Enhanced

Facilitated

Generated

Impacted

Implemented

Negotiated

Revitalized

Sales & Marketing Power Words

Closed

Collaborated

Delivered

Drove

Established

Generated

Increased

Presented

Prospected

Retained

Technical Power Words

Analyzed

Built

Consulted

Created

Escalated

Formatted

Integrated

Maintained

Programmed

Supported

Troubleshoot

Academic Power Words

Applied

Authored

Counseled

Developed

Educated

Evaluated

Mentored

Nourished

Researched

Taught

Tutored

Healthcare Power Words

Assigned

Assessed

Assisted

Cared

Charged

Provided

Monitored

Nursed

Secured

Accounting Power Words

Analyzed

Audited

Justified

Verified

Prepared

Processed

Reported

Researched

Reviewed

Powerful Words to Describe You!

The average employer scans a resume for 20 seconds. Use these powerful words on your resume to get you noticed.

Accelerated	Calculated	Corresponded
Accomplished	Captured	Counselled
Achieved	Catalogued	Created
Acquired	Centralized	Critiqued
Acted	Changed	Cultivated
Activated	Chaired	Customized
Adapted	Charted	Cut
Addressed	Checked	Debugged
Adjusted	Clarified	Decided
Administered	Classified	Decreased
Advanced	Coached	Defined
Advertised	Collaborated	Delegated
Advised Advocated	Collected	Delivered
Aided	Combined	Demonstrated
Allocated	Commanded	Designated
Analysed	Communicated	Designed
Answered	Compared	Detected
Anticipated	Compiled	Determined
Applied	Completed	Developed
Appraised	Composed	Devised
Approved	Computed	Diagnosed
Arbitrated	Conceptualized	Directed
Arranged	Condensed	Discovered
Ascertained	Conducted	Dispatched
Aspired	Conferred	Dispensed
Assembled	Conserved	Displayed
Assessed	Consolidated	Dissected
Assigned	Constructed	Distinguished
Assisted Attained	Consulted	Distributed
Audited	Contacted	Diversified
Augmented	Contained	Documented
Authored	Continued	Doubled
Automated	Contracted	Drafted
Awarded Balanced	Contributed	Earned
Began	Controlled	Edited
Boosted	Converted	Educated
Briefed	Cooperated	Eliminated
Budgeted	Coordinated	Emphasized
Built	Correlated	

Employed Enabled
Enacted
Encouraged
Enforced
Engineered
Enhanced
Enlarged
Enlisted
Ensured
Entertained
Established
Estimated
Evaluated
Examined
Executed
Expanded
Expedited
Experimented
Explained
Explored
Expressed
Extended
Extracted
Fabricated
Facilitated
Familiarized
Fashioned
Finalized
Fixed
Focussed
Forecasted
Formed
Formulated
Fostered
Found
Founded
Fulfilled
Furnished
Gained
Gathered
Generated
Governed
Guided
Handled
Headed

Heightened
Helped
Hired
Honed
Hypothesized
Identified
Illustrated
Imagined
Implemented
Improved
Improvised
Incorporated
Increased
Indexed
Indoctrinated
Influenced
Informed
Initiated
Innovated
Inspected
Inspired
Installed
Instituted
Instructed
Insured
Integrated
Interacted
Interpreted
Interviewed
Introduced
Invented
Investigated
Inventoried
Involved
Issued
Joined
Judged
Justified
Kept
Launched
Learned
Lectured
Led
Lifted
Located
Logged

Maintained
Managed
Marketed
Maximized
Measured
Mediated
Merged
Minimized
Mobilized
Moderated
Modified
Monitored
Motivated
Navigated
Negotiated
Netted
Observed
Obtained
Opened
Operated
Ordered
Orchestrated
Organized
Originated
Outlined
Overcame
Overhauled
Oversaw
Participated
Performed
Persuaded
Photographed
Pinpointed
Piloted
Pioneered
Placed
Planned
Predicted
Prepared
Prescribed
Presented
Presided
Prevented
Printed
Prioritized

Processed
Produced
Programmed
Projected
Promoted
Proofread
Proposed
Protected
Proved
Provided
Publicized
Published
Purchased
Qualified
Questioned
Raised
Ran
Rated
Reached
Realized
Reasoned
Received
Recommended
Reconciled
Recorded
Recruited
Reduced
Referred
Regulated
Rehabilitated
Related
Remodelled
Rendered
Reorganized
Repaired
Replaced
Reported
Represented
Researched
Reshaped
Resolved
Responded
Restored
Restructured
Retrieved
Reversed

Reviewed
Revised
Revitalized
Routed
Saved
Scheduled
Screened
Set
Searched
Secured
Selected
Separated
Served
Set up
Shaped
Shared
Simplified
Simulated
Sketched
Sold
Solidified
Solved
Sorted
Spearheaded
Specialized
Specified
Sponsored
Stabilised
Staffed
Standardized
Started
Stimulated
Stored
Streamlined
Strengthened
Structured
Studied
Summarized
Supervised
Supplied
Supplemented
Supported
Surpassed
Surveyed
Sustained

Synthesized
Systematized
Tabulated
Targeted
Taught
Terminated
Tested
Tightened
Totalled
Tracked
Traded
Trained
Transcribed
Transferred
Transformed
Translated
Transmitted
Travelled
Treated
Trimmed
Tutored
Typed
Uncovered
Undertook
Unified
United
Updated
Upgraded
Used
Utilized
Validated
Verbalized Verified
Vitalized
Volunteered
Weighed Widened
Won
Worked
Wrote