## **Power Verbs**

## **Working with People**

Acclimate

Adapt

Assist

Assure

Bargain

Care

Coach

Confer

Confront

Converse

Critique

Develop

Form

Foster

**Fulfill** 

Gain

Handle

**Implement** 

Understand

Encourage

**Familiarize** 

Consult

Collaborate

Answer

**Anticipate** 

Accommodate

The following lists are divided into categories to help you find some great, active verbs to help the descriptive lines on your resume stand out. Try to begin each of your descriptive lines with an active (or "Power") verb. Remember to use past tense verbs for previous experience. For current activities, you can also use the present tense (i.e. Supervise, not Supervising) if you prefer. This list is just a beginning - to give you ideas of where to start.

Advise

Correct

Counsel

Display

Encourage

Enhance

**Enlist** 

Ensure

Demonstrate

Aid

**Address** Collaborate
Compose
Correspond
Demonstrat
Document
Edit
Entertain
Exhibit
Explain
Express
Illustrate
Interpret
Interviev
Investiga
Lecture
Perform
Plan
Present
Promot
Proofre
Read
Relate
Relay
Repor
Revie
Revis
Spea
Surv
Trar
Trar
Trar
Wri Communicate Demonstrate

Grade Guide Help Instruct Lecture Mentor **Program** Provide Rate Steer Suggest Support Teach Test Train Tutor

Influence Introduce

Attend Coordinate Convince Deal Dispense Disseminate Distribute **Fundraise** Handle Influence Lobby Persuade Poster **Publicize Publish** Recruit Screen

Seek Out

Service

**Target** 

Sell

Advertise

Advocate

Inform Interact Intervene Join Listen Litigate Mediate O Model  $\overline{\mathbf{u}}$ Motivate Negotiate **Participate** ര Provide Recommend Reconcile Rehabilitate Represent Resolve Share Suggest Treat

Accelerate Accomplish Achieve Act Administer Allocate Approve Assign Assess Attain Benchmark Chair Commend Compromise Consolidate Control Delegate Direct Enforce **Entrust** Expedite Govern Head Hire **Improvise** 

Initiate Institute Judge Lead Maintain Manage Moderate Monitor Officiate Order Oversee Prescreen

Preside Prioritize **Produce** Prohibit

Refer Regulate Run

Set-up Start Streamline

Strengthen Supervise

## **Power Verbs**

## **Working with Data and Things**

Abstract

Account

**Appraise** 

Add

Audit

Budget

Collect

Calculate

Compute

Decrease

Divide

File

Determine

Enter (data)

Estimate

Finance

Insure

Invest

Market

Project

Record

Reduce

Solve

Formulate

Act	
Apply	
Anticipate	
Change	
Check	

Cover Decide Define Diagnose Effect Eliminate **Emphasize** Establish **Facilitate** Forecast Found Give Learn

Navigate Offer Perform **Propose** Receive Refer

Register Reinforce Resolve

Referee

Respond

eneral (Miscellaneous

Retrieve Save

Select Serve

Set Simplify Study

Take

Travel

Increase Inventory Maximize Minimize Multiply **Process** Purchase Quantify

**Facilitate** File Group Issue Modify Organize Overhaul Place **Prepare** Program Qualify **QO** Reorganize **Format Implement Improve** Innovate Install Invent Fix Function Make Manufacture Navigate Operate Propose Refinish Renovate

Repair

Restore

**Adjust** 

Build

Assemble

Compose

Customize

Develop

Design

Devise

Enlarge

Complete Compose Conserve Construct Contract Create

Contribute

Acquire Analyze Classify Collate

Collect Compile Conduct Deliver

Detect Determine Discover

Dissect **Evaluate Explore** Examine

Formulate Gather Identify

Inspect Investigate

Locate Name

Obtain Observe

Pinpoint Prepare

Prioritize Receive Research

Specify Survey Test

Trace Track Verify **Appraise** Apply Arrange **Balance** Catalog

Categorize Connect

Coordinate Define Edit

Establish

Orchestrate

Rewrite Schedule

Discover Draft Draw Engineer Execute Expand Generate Inaugurate Landscape Launch Modify Mold Produce Reconstruct Redesign Remodel Shape Synthesize

Transform

Activate