

Possible Power Verbs for Describing Experiences

Describe your experiences utilizing “action” or “power” verbs. Listed below are examples of these verbs that can be used effectively in your resume. Use the present form of the verb when describing current experiences.

accelerated	compiled	dissected	headed	maintained
accomplished	completed	distributed	heightened	managed
achieved	composed	diverted	helped	manipulated
acted	computed	dramatized	hypothesized	mediated
activated	conceived	drew	identified	memorized
adapted	conceptualized	drove	illustrated	mentored
addressed	condensed	edited	imagined	met
administered	conducted	effected	implemented	modeled
advised	conserved	eliminated	improved	modified
aided	consolidated	emphasized	improvised	monitored
allocated	constructed	employed	incorporated	motivated
amplified	consulted	enforced	increased	navigated
analyzed	contrived	engaged	influenced	negotiated
answered	controlled	established	informed	observed
anticipated	cooperated	estimated	initiated	obtained
appointed	coordinated	evaluated	innovated	offered
appraised	corresponded	examined	inspected	operated
approved	created	expanded	inspired	ordered
arbitrated	decided	expedited	installed	organized
arranged	defined	experimented	instituted	oriented
ascertained	delegated	explained	instructed	overhead
assembled	delivered	expressed	integrated	overhauled
assessed	demonstrated	extended	interpreted	oversaw
attained	derived	extracted	interviewed	painted
audited	designed	fabricated	introduced	participated
augmented	detailed	filed	invested	perceived
awarded	detected	financed	inventoried	performed
broadened	determined	fixed	investigated	persuaded
budgeted	developed	focused	judged	photographed
built	devised	followed	launched	piloted
calculated	devoted	formulated	learned	pinpointed
cataloged	diagnosed	fortified	lectured	planned
charted	diagrammed	founded	led	played
checked	directed	gathered	lifted	predicted
classified	discovered	gave	listed	prepared
coached	dispensed	guided	listened	prescribed
collected	displayed	handled	logged	presented
communicated	disproved	harmonized	made	preserved

problem solved	reconciled	restituted	sought	trained
processed	recruited	restored	specialized	transcribed
produced	rectified	retrieved	spoke	translated
programmed	reduced	revamped	streamlined	treated
projected	reestablished	reviewed	structured	tutored
promoted	referred	revised	studied	typed
proofread	regulated	risked	substituted	umpired
proposed	rehabilitated	sang	suggested	understood
protected	rehearsed	scheduled	summarized	understudied
proved	reinforced	selected	supervised	undertook
provided	related	sensed	supplied	unified
publicized	remembered	separated	supported	united
purchased	rendered	served	symbolized	upgraded
qualified	reorganized	set up	synergized	used
questioned	repaired	sewed	systematized	utilized
raised	reported	shaped	talked	verbalized
read	represented	shared	taught	verified
realized	researched	sketched	team-built	volunteered
reasoned	reshaped	sold	team-taught	weighed
received	resolved	solved	tended	widened
recommended	responded	sorted	tested	worked