POWER VERBS

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.

Communication (Writing & Public Speaking)

Address
Clarify
Collaborate
Communicate
Compose
Correspond
Demonstrate
Document
Edit
Entertain
Exhibit
Explain
Express
Illustrate
Interpret
Interview
Investigate
Lecture
Perform
Plan
Present
Promote
Proofread
Read
Relate
Relay
Report
Review
Revise
Speak
Summarize
Survey
Translate
Transcribe
Write

Teaching / Advisng

Advise
Aid
Correct
Counsel
Demonstrate
Display
Encourage
Enhance
Enlist
Ensure
Grade
Guide
Help
Influence
Instruct
Introduce
Lecture
Mentor
Program
Provide
Rate
Steer
Suggest
Support
Teach
Test
Train
Tutor

Public Relations

Advertise
Advocate
Attend
Coordinate
Convince
Deal
Dispense
Disseminate
Distribute
Fundraise
Handle
Influence
Lobby
Persuade
Poster
Publicize
Publish
Recruit
Screen
Seek Out
Sell
Service
TargetTutor

Public Relations

Acclimate
Accommodate
Adapt
Answer
Anticipate
Assist
Assure
Bargain
Care
Coach
Collaborate
Confer
Confront
Consult
Converse
Critique
Develop
Encourage
Familiarize
Form
Foster
Fulfill
Gain
Handle
Implement
Inform
Interact
Intervene
Join
Listen
Litigate
Mediate
Model
Motivate
Negotiate
Participate
Provide
Recommend
Reconcile
Rehabilitate
Represent
Resolve
Share
Suggest
Treat
Understand

Administrative / Management

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

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General (Miscellaneous)

Act
Apply
Anticipate
Change
Check
Contribute
Cover
Decide
Define
Diagnose
Effect
Eliminate
Emphasize
Establish
Facilitate
Forecast
Found
Give
Learn
Navigate
Offer
Perform
Propose
Receive
Refer
Referee
Register
Reinforce
Resolve
Respond
Retrieve
Save
Select
Serve
Set
Simplify
Study
Take
Travel

Research / Analysis

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

Numbers / Finance

Abstract
Account
Add
Appraise
Audit
Budget
Calculate
Collect
Compute
Decrease
Determine
Divide
Enter (data)
Estimate
File
Finance
Formulate
Increase
Insure
Inventory
Invest
Market
Maximize
Minimize
Multiply
Process
Project
Purchase
Record
Reduce
Solve
Quantify

Organization

Appraise
Apply
Arrange
Balance
Catalog
Categorize
Connect
Coordinate
Define
Edit
Establish
Facilitate
File
Group
Issue
Modify
Orchestrate
Organize
Overhaul
Place
Prepare
Program
Qualify
Reorganize
Rewrite
Schedule

Development

Adjust
Assemble
Build
Compose
Customize
Develop
Design
Devise
Enlarge
Format
Implement
Improve
Innovate
Install
Invent
Fix
Function
Make
Manufacture
Navigate
Operate
Propose
Refinish
Renovate
Repair
Restore
Streamline
Strengthen
Supervise

Creating / Generating

Activate
Complete
Compose
Conserve
Construct
Contract
Create
Discover
Draft
Draw
Engineer
Execute
Expand
Generate
Inaugurate
Landscape
Launch
Modify
Mold
Produce
Reconstruct
Redesign
Remodel
Shape
Synthesize
Transform
Streamline
Strengthen
Supervise