

# Power Verbs for Your Resume

The following lists are divided into categories to facilitate your ability to identify some great, active verbs to make your resume stand out. Begin each of your descriptive lines with a power verb. Keep the tenses consistent using past verbs for past experiences and present verbs for the current ones.

## Working with PEOPLE:

### Communication

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/Advising

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

### Public Relations

Advertise  
Advocate  
Attend  
Coordinate  
Convince  
Dispense  
Disseminate  
Distribute  
Fundraise  
Influence  
Lobby  
Persuade  
Poster

Publicize  
Publish  
Recruit  
Screen  
Sell  
Service  
Target  
  
**Interpersonal Relations**  
Acclimate  
Accommodate  
Adapt  
Answer  
Anticipate  
Assure  
Bargain  
Care  
Coach  
Collaborate  
Confer  
Confront  
Consult  
Converse  
Critique  
Develop  
Encourage  
Familiarize  
Form  
Foster  
Fulfill  
Implement  
Inform  
Interact  
Intervene  
Join  
Listen  
Litigate  
Mediate  
Model  
Motivate

Negotiate  
Participate  
Provide  
Recommend  
Reconcile  
Rehabilitate  
Represent  
Resolve  
Share  
Suggest  
Treat

### 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  
Start  
Streamline  
Strengthen  
Supervise

## Working with DATA:

### Research/Analysis

Acquire  
Analyze  
Classify  
Collate  
Collect  
Compile  
Conduct  
Data  
Deliver  
Detect  
Determine  
Discover  
Dissect

Evaluate  
Explore  
Examine  
Formulate  
Gather  
Identify  
Inspect  
Investigate  
Locate  
Name  
Obtain  
Pinpoint  
Prepare  
Prioritize  
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  
Set  
Sort

#### Working with THINGS:

#### Development

Assemble  
Build  
Customize  
Design  
Enlarge  
Format  
Improve  
Install  
Fix

Function  
Manufacture  
Navigate  
Operate  
Propose  
Refinish  
Renovate  
Repair  
Restore  
Update  
Upgrade

#### Creating/Generating

Construct  
Landscape  
Produce  
Shape  
Utilize

#### Working with IDEAS:

#### Development

Adjust  
Compose  
Develop  
Devise  
Guide  
Implement

Innovate  
Invent  
Make

#### Creating/Generating

Activate  
Complete  
Conserve  
Contract  
Create  
Discover  
Draft  
Draw  
Engineer  
Execute  
Expand  
Generate  
Inaugurate  
Launch  
Modify  
Mold  
Reconstruct  
Synthesize  
Transform  
Unite

#### Universal

Act  
Apply  
Anticipate  
Change  
Check  
Contribute  
Cover  
Decide  
Define  
Diagnose  
Effect  
Eliminate  
Emphasize  
Establish  
Facilitate  
Forecast  
Found  
Give  
Navigate  
Offer  
Perform  
Propose  
Refer  
Referee  
Register  
Reinforce  
Resolve  
Respond  
Retrieve

Save  
Select  
Serve  
Set  
Simplify  
Study  
Take  
Travel  
Use  
Win

#### Weak Verbs

#### Do Not Use

Aid  
Assist  
Deal  
Enhance  
Gain  
Handle  
Help  
Learn  
Receive  
Seek Out  
Set Up  
Tolerate  
Understand

Adapted with permission from Letters & Science and Human Ecology Career Services, University of Wisconsin-Madison.

## Bullets Formula

### Skill Statements

#### POWER VERB (SKILL) + Demonstrated Accomplishment/Contribution

Consider the following tips:

#### Purpose

- Performed gear mapping for transmissions **to optimize shift patterns, fuel economy and available power**

#### Method

- Collected quantitative infrared imaging **using a high speed infrared camera**

#### Result

- Designed and implemented latches for condensation vents to reduce water leakage **creating a safer work environment**