

POWER WORDS FOR RESUMES

Achieved	Expanded	Operated
Advanced to*	Experienced	Ordered
Administered	Financed	Originated
Analyzed	Formed	Organized
Arranged	Formulated	Overcame
Assisted	Founded	Participated
Built	Generated	Performed
Clarified	Graduated	Pioneered
Conceived	Halved	Planned
Constructed	Headed	Prepared
Consulted	Improved	Promoted
Controlled	Implemented	Provided
Converted	Increased	Reconciled
Coordinated	Innovated	Researched
Correlated	Initiated	Reduced
Created	Inspired	Reorganized
Delegated	Installed	Reported
Demonstrated	Integrated	Served
Designed	Interviewed	Simplified
Detailed	Invented	Sparked
Developed	Justified	Solved
Devised	Keynote	Succeeded
Directed	Led	Supervised
Discovered	Licensed	Transformed
Doubled	Managed	Trebled
Earned	Maintained	Unified
Effected	Mastered	Verified
Engineered	Mediated	Won
Established	Motivated	Wrote
Evaluated	Negotiated	Wrought
Executed	Nominated	

Use of verbs without subjects will be more concise and space conserving

*“Advances to” rather than “promoted to,” “earned,” rather than “was given” indicates a person who does things rather than receives them