

130 RÉSUMÉ POWER VERBS

You Managed	You Communicated	You Achieved
Authorize	Authored	Accomplished
Cultivated	Briefed	Broadened
Delegated	Collaborated	Championed
Directed	Composed	Demonstrated
Enabled	Consulted	Earned
Facilitated	Determined	Exceeded
Fostered	Documented	Outperformed
Inspired	Edited	Propelled
Mentored	Illustrated	Realized
Motivated	Persuaded	Showcased
Oversaw	Prepared	Succeeded
Supervised	Promoted	Targeted

You Created Something

Built
Conceptualized
Designed
Developed
Devised
Founded
Engineered
Formulated
Implemented
Launched
Pioneered
Spearheaded

You Increased Efficiency

Amplified
Boosted
Capitalized
Delivered
Enhanced
Expanded
Generated
Improved
Maximized
Outpaced
Stimulated

You Lead a Project

You Saved

You Improved

Chaired
Controlled
Coordinated
Drove
Executed
Headed
Operated
Orchestrated
Organized
Oversaw
Planned
Prepared
Produced
Programmed

Budgeted
Conserved
Consolidated
Decreased
Deducted
Diagnosed
Eliminated
Lessened
Prevented
Reconciled
Reclaimed
Reduced
Yielded

Accelerated
Customized
Integrated
Modified
Overhauled
Redesigned
Reorganized
Restructured
Revamped
Revitalized
Simplified
Streamlined
Strengthened
Updated
Transformed

You Supported

You Researched

Advised
Advocated
Arbitrated
Coached
Counseled
Consulted
Directed
Educated
Encouraged
Fielded
Informed
Promoted
Recommended
Secured

Analyzed
Assessed
Calculated
Discovered
Evaluated
Examined
Forecasted
Gathered
Identified
Interpreted
Mapped
Measured
Qualified
Tracked