

POWER VERBS

Finance & Numbers

Abstract	Budget	Estimate	Invest	Purchase
Account	Calculate	File	Market	Record
Add	Compute	Finance	Maximize	Reduce
Allocate	Decrease	Formulate	Minimize	Solve
Appraise	Determine	Increase	Multiply	Quantify
Audit	Divide	Inventory	Process	

Miscellaneous

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

Organization

Amend	Balance	Define	Group	Place	Schedule
Apply	Catalog	Draft	Issue	Prepare	Set
Appoint	Categorize	Edit	Modify	Program	Sort
Appraise	Connect	Establish	Orchestrate	Qualify	
Arrange	Coordinate	Facilitate	Organize	Reorganize	
Award	Decrease	File	Overhaul	Rewrite	

People Skills

Acclimate	Bargain	Critique	Gain	Litigate	Reconcile
Accommodate	Care	Develop	Handle	Mediate	Rehabilitate
Adapt	Coach	Encourage	Implement	Model	Represent
Answer	Collaborate	Exchange	Inform	Motivate	Resolve
Anticipate	Confer	Familiarize	Interact	Negotiate	Share
Appoint	Confront	Form	Intervene	Participate	Suggest

Public Relations

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

Research & Analysis

Acquire	Collect	Determine	Gather	Obtain	Survey
Allocate	Compile	Discover	Identify	Pinpoint	Test
Analyze	Conceptualize	Dissect	Inspect	Prepare	Trace
Assess	Conduct	Evaluate	Investigate	Prioritize	Track
Assist	Deliver	Explore	Locate	Receive	Verify
Classify	Design	Examine	Name	Research	
Collate	Detect	Formulate	Observe	Specify	

Below is a basic formula for creating detailed bullet points. Use this formula as a starting point when writing your bullet points.

SKILL + what you DID + RESULTS/OUTCOME

(power verb) + (job responsibility) + (how/why)

Average Bullet Example: Prioritize tasks to provide customer service

Better Bullet Example with Power Verbs: Maintain customer satisfaction by effectively prioritizing tasks to provide timely service

Remember if you are currently doing a role, use present tense verbs. If you are no longer in a role, use past tense verbs.

List of Power Verbs you can use on your résumé!

Administrative

Accelerate	Attain	Entrust	Lead	Produce
Accomplish	Benchmark	Evaluate	Maintain	Prohibit
Achieve	Chair	Expedite	Manage	Refer
Act	Commend	Govern	Moderate	Regulate
Administer	Compromise	Head	Monitor	Run
Allocate	Consolidate	Hire	Officiate	Set-up
Amend	Control	Improvise	Order	Start

Communication

Address	Document	Interview	Read	Survey
Broaden	Edit	Investigate	Relate	Transcribe
Clarify	Entertain	Lecture	Relay	Translate
Collaborate	Exhibit	Perform	Report	Write
Communicate	Explain	Plan	Review	
Compose	Express	Present	Revise	

Additional Examples:

*Supervised the student organization recognition process for more than 50 organizations

*Created and developed three marketing campaigns including social media strategies

*Handled 20-35 customer calls per shift regarding coverage changes, renewal rates, and billing procedures