

Resume Power Words

A

accelerated
accomplished
achieved
adapted
administered
advised
allocated
analyzed
appraised
approved
arranged
assembled
assessed
assign
assisted
assumed responsibility
attained
audited

B

balanced
blazed
billed
budgeted
built

C

calculate
carried out
channeled
checked
clarified
classified
collaborated
collated
collected
communicated
compiled

completed
communicated
compared
compiled
completed
computed
conceived
conducted
configured
contracted
controlled
contracted
coordinated
counseled
created
cut

D

debugged
delegated
delivered
demonstrated
designed
determined
developed
directed
dispatched
distributed
documented

E

earned
edited
effected
eliminated
enabled
energized
enhanced
enlisted
ensured
established

evaluated
examined
expanded
expedited

F

facilitated
followed through
found
functioned as

G

gained
gathered
generated
graded
graduated

H

handled
helped
hired

I

incorporated
increased
influenced
implemented
improved
initiated
increased
influenced
innovated
inspected
installed
instituted
instructed
interpreted
interviewed
introduced
invented

investigated
issued

L

launched
lectured
led

M

maintained
managed
mastered
mediated
met deadlines
met with
modernized
modified
monitored
motivated

N

negotiated

O

obtained
operated
optimized
originated
orchestrated
ordered
organized
oversaw

P

packed
participated
performed
persuaded
pinpointed
planned
prepared
presented

prioritized
processed
produced
programmed
proved
provided
published
purchased

R

recommended
reconciled
recorded
recruited
redesigned
reduced
referred
reinforced
represented
researched
responded
retrieve
revamped
reviewed
revised
revitalized

S

saved
scheduled
screened
selected
served
set up
shipped
simplified
sold
solved
sorted
spearheaded
standardized
steered

structured
suggested
supervised
supported
surpassed
surveyed
synthesized
systematized

T

tabulated
taught
tested
trained
translated
tripled
typed

U

underwrote
updated
used

V

validated

W

won
worked with
wrote