



Action/Power Words

Try using some of these, or similar words in your resume to give it more “kick”...

- Accepted
- Accomplished
- Achieved
- Acted
- Adapted
- Addressed
- Administered
- Advanced
- Advised
- Allocated
- Amended
- Analyzed
- Appraised
- Approved
- Arranged
- Assembled
- Assigned
- Assisted
- Attained
- Audited
- Authored
- Automated

- Balanced
- Budgeted
- Built

- Calculated
- Catalogued
- Chaired
- Clarified
- Classified
- Coached
- Collected

- Compiled
- Completed
- Composed
- Computed
- Conceptualized
- Conducted
- Consolidated
- Contained
- Contracted
- Contributed
- Controlled
- Coordinated
- Corresponded
- Counseled
- Created
- Critiqued
- Cut

- Decreased
- Defined
- Delegated
- Demonstrated
- Designed
- Developed
- Devised
- Diagnosed
- Directed
- Dispatched
- Distinguished
- Diversified
- Drafted

- Edited
- Educated

- Eliminated
- Emended
- Enabled
- Encouraged
- Engineered
- Enlisted
- Established
- Evaluated
- Examined
- Executed
- Expanded
- Expedited
- Explained
- Extracted

- Fabricated
- Facilitated
- Familiarized
- Fashioned
- Focused
- Forecasted
- Formulated
- Founded

- Generated
- Guided

- Headed up

- Identified
- Illustrated
- Implemented
- Improved
- Increased

- Influenced
- Informed
- Initiated
- Innovated
- Instituted
- Instructed
- Integrated
- Interpreted
- Interviewed
- Introduced
- Invented

- Launched
- Lectured
- Led

- Maintained
- Managed
- Marketed
- Mediated
- Moderated
- Modified
- Monitored
- Motivated

- Negotiated

- Operated
- Organized
- Originated
- Overhauled
- Oversaw

- Participated
- Performed
- Persuaded

- Planned
- Prepared
- Presented
- Prioritized
- Processed
- Produced
- Programmed
- Projected
- Promoted
- Proposed
- Provided
- Publicized
- Published
- Purchased

- Recommended
- Reconciled
- Recorded
- Recruited
- Reduced
- Referred
- Regulated
- Rehabilitated
- Reinforced
- Remodeled
- Repaired
- Reorganized
- Represented
- Researched
- Resolved
- Restructured
- Retrieved
- Revamped
- Reversed
- Reviewed
- Revised

- Revitalized

- Saved
- Scheduled
- Schooled
- Screened
- Set
- Shaped
- Solidified
- Solved
- Spearheaded
- Specified
- Stimulated
- Streamlined
- Strengthened
- Structured
- Summarized
- Supervised
- Supported
- Surveyed
- Systemized

- Tabulated
- Taught
- Trained
- Translated
- Trimmed

- Updated
- Upgraded

- Validated

- Worked
- Wrote

Adapted from:

Provenzano, Steven. (1999). Blue Collar Resumes. The Career Press, Inc: Franklin Lake, NJ

Yate, Martin. (2003). Resumes that Knock 'em Dead. Adams Media Corporation: Avon, MA.