

## Action Phrases and Power Verbs

Describing your work experience isn't easy. To help you, we've compiled a list of action phrases and power verbs. The purpose of using them is to show employers that you know how to get results. Begin your job descriptions with a power verb or phrase: enlisted the support..., formed a committee..., sold, budgeted, improved, increased, maintained the client relationship.

### Action Phrases

#### **CHRONO RESUME**

Design, develop and deliver  
Conduct needs analysis  
Write course design documents  
Manage development  
Consult with clients  
Facilitate problem-solving meetings  
Implement solutions  
Develop and implement formatting  
Developed and delivered  
Revamped product training  
Assessed employee and client training needs  
Analyzed evaluation data  
Designed and implemented

#### **EDUCATION EMPHASIS**

Followed special task force  
Assisted special task force  
Proctored and scored  
Facilitated discussion

#### **SCANNABLE RESUME**

Reduced manufacturing plant's burden  
Reduced material costs

#### **BLUE CHIP RESUME**

managed an eleven-person team  
negotiated over \$tk  
coordinated strategic five-year plan  
created and implemented innovative approach  
developed new product

## Power Verbs

### A-B

accelerated acclimated accompanied accomplished achieved acquired acted activated  
actuuated adapted added addressed adhered adjusted administered admitted adopted  
advanced advertised advised advocated aided aired affected allocated altered amended  
amplified analyzed answered anticipated appointed appraised approached approved  
arbitrated arranged ascertained asked assembled assigned assumed assessed assisted  
attained attracted audited augmented authored authorized automated awarded avail  
balanced bargained borrowed bought broadened budgeted built

### C

calculated canvassed capitalized captured carried out cast cataloged centralized  
challenged chaired changed channeled charted checked chose circulated clarified  
classified cleared closed co-authored cold called collaborated collected combined  
commissioned committed communicated compared compiled complied completed  
composed computed conceived conceptualized concluded condensed conducted  
conferred consolidated constructed consulted contracted contrasted contributed  
contrived controlled converted convinced coordinated corrected corresponded  
counseled counted created critiqued cultivated cut

### D

debugged decided decentralized decreased deferred defined delegated delivered  
demonstrated depreciated described designated designed determined developed  
devised devoted diagrammed directed disclosed discounted discovered dispatched  
displayed dissembled distinguished distributed diversified divested documented doubled  
drafted

### E

earned eased edited effected elected eliminated employed enabled encouraged  
endorsed enforced engaged engineered enhanced enlarged enriched entered  
entertained established estimated evaluated examined exceeded exchanged executed  
exempted exercised expanded expedited explained exposed extended extracted  
extrapolated

### F-H

facilitated familiarized fashioned fielded figured financed fit focused forecasted  
formalized formed formulated fortified found founded framed fulfilled functioned  
furnished gained gathered gauged gave generated governed graded granted greeted  
grouped guided handled headed hired hosted

## I

identified illustrated illuminated implemented improved improvised inaugurated  
indoctrinated increased incurred induced influenced informed initiated innovated inquired  
inspected inspired installed instigated instilled instituted instructed insured interfaced  
interpreted interviewed introduced invented inventoried invested investigated invited  
involved isolated issued

## J-M

joined judged launched lectured led lightened liquidated litigated lobbied localized  
located maintained managed mapped marketed maximized measured mediated  
merchandised merged met minimized modeled moderated modernized modified  
monitored motivated moved multiplied

## N-O

named narrated negotiated noticed nurtured observed obtained offered offset opened  
operated operationalized orchestrated ordered organized oriented originated overhauled  
oversaw

## P

paid participated passed patterned penalized perceived performed permitted persuaded  
phased out pinpointed pioneered placed planned polled prepared presented preserved  
presided prevented priced printed prioritized probed processed procured produced  
profiled programmed projected promoted prompted proposed proved provided publicized  
published purchased pursued

## Q-R

quantified quoted raised ranked rated reacted read received recommended reconciled  
recorded recovered recruited rectified redesigned reduced referred refined regained  
regulated rehabilitated reinforced reinstated rejected related remedied remodeled  
renegotiated reorganized replaced repaired reported represented requested researched  
resolved responded restored restructured resulted retained retrieved revamped revealed  
reversed reviewed revised revitalized rewarded routed

## S

safeguarded salvaged saved scheduled screened secured segmented selected sent  
separated served serviced settled shaped shortened showed shrank signed simplified  
sold solved spearheaded specified speculated spoke spread stabilized staffed staged  
standardized steered stimulated strategized streamlined strengthened stressed  
structured studied submitted substantiated substituted suggested summarized  
superseded supervised supplied supported surpassed surveyed synchronized  
synthesized systematized

#### T-W

tabulated tailored targeted taught terminated tested testified tightened took traced traded  
trained transacted transferred transformed translated transported traveled treated tripled  
uncovered undertook unified united updated upgraded used utilized validated valued  
verified viewed visited weighed welcomed widened witnessed won worked wrote