

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 actuated 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
orientedoriginated 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 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