

# CAREER SERVICES RESUME POWER WORDS

## A

Abated  
Abbreviated  
Abolished  
Abridged  
Absolved  
Absorbed  
Accelerated  
Accentuated  
Accommodated  
Accomplished  
Accounted for  
Accrued  
Accumulated  
Achieved  
Acquired  
Acted  
Adapted  
Adopted  
Added  
Addressed  
Adjusted  
Administered  
Advanced  
Advertised  
Advised  
Advocated  
Affirmed  
Aided  
Alerted  
Aligned  
Allayed  
Alleviated  
Allocated  
Allotted  
Altered  
Amassed

Amended  
Analyzed  
Answered  
Anticipated  
Appeased  
Applied  
Appointed  
Appraised  
Approached  
Appropriated  
Approved  
Arbitrated  
Aroused  
Arranged  
Articulated  
Ascertained  
Aspired  
Assembled  
Assessed  
Assigned  
Assimilated  
Assisted  
Assured  
Attained  
Attended  
Audited  
Augmented  
Authored  
Authorized  
Automated  
Averted  
Avoided  
Awarded  
**B**  
Balanced  
Began  
Benchmarked

Benefited  
Bid  
Billed  
Blended  
Blocked  
Bolstered  
Boosted  
Bought  
Bridged  
Broadened  
Brought  
Budgeted  
Build  
**C**  
Calculated  
Calibrated  
Capitalized  
Captured  
Cared for  
Carried  
Carved  
Categorized  
Catalogued  
Caught  
Cautioned  
Cemented  
Certified  
Chaired  
Challenged  
Championed  
Changed  
Charged  
Charted  
Checked  
Chose  
Chronicled  
Circulated

Circumvented  
Cited  
Clarified  
Classified  
Cleaned  
Cleared  
Closed  
Coached  
Coded  
Collaborated  
Collated  
Collected  
Combined  
Commanded  
Commended  
Commenced  
Commissioned  
Communicated  
Compared  
Compiled  
Complemented  
Compared  
Compiled  
Complemented  
Completed  
Complied  
Composed  
Compounded  
Computed  
Conceived  
Concentrated  
Conceptualized  
Condensed  
Conducted  
Conferred  
Configured  
Confirmed

## CAREER SERVICES RESUME POWER WORDS

Confronted	Delivered	Drove	Exercised
Connected	Demonstrated	<b>E</b>	Exhibited
Conserved	Deployed	Earned	Expanded
Considered	Derived	Eased	Expedited
Consolidated	Described	Economized	Experienced
Constructed	Designated	Edited	Experimented
Consulted	Detailed	Educated	Explained
Consummated	Detected	Effected	Explored
Contacted	Determined	Elaborated	Expressed
Continued	Developed	Elected	Extended
Contracted	Devised	Elevated	Extracted
Contributed	Diagnosed	Elicited	<b>F</b>
Controlled	Differentiated	Eliminated	Fabricated
Converted	Diffused	Embraced	Facilitated
Conveyed	Directed	Emphasized	Factored
Convinced	Disbursed	Empowered	Familiarized
Cooperated	Discovered	Enabled	Fashioned
Coordinated	Discussed	Encouraged	Fielded
Copied	Dispatched	Ended	Filed
Corrected	Dispensed	Enforced	Filled
Corresponded	Displayed	Engaged	Finalized
Counseled	Disposed	Engineered	Financed
Created	Disproved	Enhanced	Fine tuned
Critiqued	Dissected	Enlisted	Finished
Cultivated	Disseminated	Enriched	Fixed
Cut	Dissolved	Enrolled	Focused
<b>D</b>	Distinguished	Ensured	Followed
Dealt	Distributed	Entered	Forecasted
Debated	Diversified	Entertained	Forged
Debugged	Diverted	Enticed	Formalized
Decided	Divested	Equipped	Formed
Decoded	Divided	Established	Formulated
Decreased	Documented	Estimated	Fortified
Dedicated	Doubled	Evaluated	Forwarded
Defined	Drafted	Examined	Fostered
Delegated	Dramatized	Exceeded	Fought
Delineated	Drew up	Executed	Found

# CAREER SERVICES RESUME POWER WORDS

Founded  
Framed  
Fulfilled  
Functioned as  
Funded  
Furnished  
Furthered

## G

Gained  
Garnered  
Gathered  
Gauged  
Gave  
Generated  
Governed  
Graduated  
Grasped  
Greeted  
Grew  
Grouped  
Guaranteed  
Guided

## H

Halted  
Halved  
Handled  
Headed  
Heightened  
Held  
Helped  
Hired  
Honed  
Hosted  
Hypnotized  
Hypothesized

## I

Identified  
Ignited  
Illustrated  
Implemented  
Imported  
Improved  
Improvised

Incited  
Included  
Incorporated  
Increased  
Indicated  
Individualized  
Indoctrinated  
Induced  
Influenced  
Informed  
Infused  
Initiated  
Innovated  
Inspected  
Inspired  
Installed  
Instilled

Instituted  
Instructed  
Insured  
Integrated  
Intensified  
Interacted  
Interceded  
Interpreted  
Intervened  
Interviewed  
Invented  
Inventoried  
Invested

Investigated  
Invigorated  
Invited  
Involved  
Isolated  
Issued  
Itemized

## J

Joined  
Judged  
Justified

## L

Launched  
Learned  
Lectured  
Led  
Lessened  
Leveraged  
Licensed  
Lifted  
Limited  
Linked  
Liquidated  
Listened  
Litigated  
Loaded  
Located  
Logged

## M

Made  
Maintained  
Managed  
Mandated  
Maneuvered  
Manipulated  
Manufactured

Mapped  
Marked  
Marketed  
Mastered  
Maximized  
Measured  
Mediated  
Memorized  
Mentored  
Merged  
Merited  
Met  
Minimized  
Mobilized  
Modeled  
Moderated  
Modified  
Molded  
Monitored  
Monopolized  
Motivated  
Mounted  
Moved  
Multiplied

## N

Named  
Narrated  
Navigated  
Negotiated  
Netted  
Neutralized  
Nominated  
Normalized  
Notified  
Nurtured

## O

## CAREER SERVICES RESUME POWER WORDS

Observed	Placed	Quoted	Remained
Obtained	Planned	<b>R</b>	Remodeled
Offered	Played	Raised	Rendered
Officiated	Praised	Rallied	Renegotiated
Offset	Predicted	Ranked	Renewed
Opened	Prepared	Rated	Reorganized
Operated	Prescribed	Reached	Repaired
Optimized	Resented	Read	Replaced
Orchestrated	Preserved	Realigned	Replied
Ordered	Presided	Realized	Replicated
Organized	Prevailed	Rearranged	Reported
Oriented	Prevented	Reasoned	Represented
Originated	Printed	Rebuilt	Reproduced
Outdistanced	Prioritized	Received	Requested
Outlined	Processed	Recognized	Researched
Outperformed	Procured	Recommended	Reserved
Overcame	Produced	Reconciled	Resolved
Overhauled	Profiled	Reconstructed	Responded restored
Oversaw	Programmed	Recorded	Restructured
Owned	Progressed	Recovered	Retained
<b>P</b>	Projected	Recruited	Retooled
Paced	Promoted	Rectified	Retrieved
Packaged	Proofread	Redesigned	Returned
Packed	Proposed	Redirected	Revamped
Pared	Protected	Reduced	Reversed
Participated	Proved	Re-engineered	Reviewed
Partnered	Provided	Referred	Revised
Passed	Pruned	Refocused	Revitalized
Penetrated	Publicized	Registered	Revolutionized
Perceived	Purchased	Regulated	Rewarded
Perfected	Pursued	Rehabilitated	Risked
Performed	<b>Q</b>	Reinforced	Rotated
Persuaded	Quadrupled	Reiterated	Routed
Photographed	Qualified	Related	<b>S</b>
Piloted	Quantified	Released	Safeguarded
Pinpointed	Queried	Relied	Salvaged
Pioneered	Questioned	Relieved	Saved

## CAREER SERVICES RESUME POWER WORDS

Scanned	Speculated	Teamed	Upheld
Scheduled	Spent	Tempered	Urged
Screened	Spoke	Tended	Used
Sculptured	Sponsored	Terminated	Utilized
Searched	Spurred	Tested	<b>V</b>
Secured	Staffed	Testified	Validated
Seized	Standardized	Tied	Valued
Selected	Started	Took	Vaulted
Sent	Steered	Topped	Verbalized
Separated	Stimulated	Totaled	Verified
Sequenced	Streamlined	Traced	Viewed
Served	Strengthened	Tracked	Visualized
Serviced	Stretched	Trained	Voiced
Set up	Structured	Transcribed	Volunteered
Settled	Studied	Transformed	<b>W</b>
Shaped	Submitted	Transitioned	Weathered
Shared	Succeeded	Translated	Weighted
Sharpened	Suggested	Transmitted	Widened
Shipped	Summarized	Traveled	Withstood
Shortened	Supervised	Treated	Won
Showed	Supplied	Trimmed	Worked
Signed	Supported	Tripled	Wove
Simplified	Surpassed	Troubleshoot	Wrote
Simulated	Surveyed	Turned	<b>Y</b>
Sketched	Swayed	Tutored	Yielded
Slashed	Swept	Typed	
Smoothed	Symbolized	<b>U</b>	
Solicited	Synthesized	Uncovered	
Sold	Systemized	Underlined	
Solidified	<b>T</b>	Underscored	
Solved	Tabulated	Undertook	
Sorted	Tackled	Underwrote	
Sourced	Talked	Unearthed	
Sparked	Tallied	Unified	
Spearheaded	Targeted	United	
Specialized	Tasted	Updated	
Specified	Taught	Upgraded	