Power Verbs

Working with People

The following lists are divided into categories to help you find some great, active verbs to help you write the bullet points on your resume. You should begin each of your bullet points with an active (or "Power") verb. Remember to use the singular form of past or present tense verbs (i.e. supervise/supervised **NOT** Supervises/ Supervising). For present experiences, you may use either present or past tense verbs, but be consistent throughout the entry. Don't mix past and present together from line to line.

Communication (Writing and Public Speaking)
- Address
- Clarify
- Collaborate
- Communicate
- Compose
- Correspond
- Demonstrate
- Document
- Edit
- Entertain
- Exhibit
- Explain
- Express
- Illustrate
- Interpret
- Interview
- Investigate
- Lecture
- Perform
- Plan
- Present
- Promote
- Proofread
- Read
- Relate
- Relay
- Report
- Review
- Revise
- Speak
- Summarize
- Survey
- Translate
- Transcribe
- Write

Teaching/Advising
- Advise
- Aid
- Correct
- Counsel
- Demonstrate
- Display
- Encourage
- Enhance
- Enlist
- Ensure
- Grade
- Guide
- Help
- Influence
- Instruct
- Introduce
- Lecture
- Mentor
- Program
- Provide
- Rate
- Steer
- Suggest
- Support
- Teach
- Test
- Train
- Tutor

Public Relations
- Advertise
- Advocate
- Attend
- Coordinate
- Convince
- Deal
- Dispense
- Disseminate
- Distribute
- Fundraise
- Handle
- Influence
- Lobby
- Persuade
- Poster
- Publicize
- Publish
- Recruit
- Screen
- Seek Out
- Sell
- Service
- Target

Interpersonal Relations
- Acclimate
- Accommodate
- Adapt
- Answer
- Anticipate
- Assist
- Assure
- Bargain
- Care
- Coach
- Collaborate
- Confer
- Confront
- Consult
- Converse
- Critique
- Develop
- Encourage
- Familiarize
- Form
- Foster
- Fulfill
- Gain
- Handle
- Implement
- Inform
- Interact
- Intervene
- Join
- Listen
- Litigate
- Mediate
- Model
- Motivate
- Negotiate
- Participate
- Provide
- Recommend
- Reconcile
- Rehabilitate
- Represent
- Resolve
- Share
- Suggest
- Treat
- Understand

Administrative/Management
- Accelerate
- Accomplish
- Achieve
- Act
- Administer
- Allocate
- Approve
- Assign
- Assess
- Attain
- Benchmark
- Chair
- Commend
- Compromise
- Consolidate
- Control
- Delegate
- Direct
- Enforce
- Entrust
- Expedite
- Govern
- Head
- Hire
- Improvise
- Initiate
- Institute
- Judge
- Lead
- Maintain
- Manage
- Moderate
- Monitor
- Officiate
- Order
- Oversee
- Prescreen
- Preside
- Prioritize
- Produce
- Prohibit
- Refer
- Regulate
- Run
- Set-up
- Start
- Streamline
- Strengthen
- Supervise

Power Verbs

Working with Data and Things

General (Miscellaneous)	Research/Analysis	Numbers/Finance	Organization	Development	Creating/Generating
Act					
Apply					
Anticipate					
Change					
Check	Acquire				
Contribute	Analyze				
Cover	Classify				
Decide	Collate	Abstract			
Define	Collect	Account			
Diagnose	Compile	Add			
Effect	Conduct	Appraise			
Eliminate	Deliver	Audit			
Emphasize	Detect	Budget			
Establish	Determine	Calculate	Appraise	Adjust	Activate
Facilitate	Discover	Collect	Apply	Assemble	Complete
Forecast	Dissect	Compute	Arrange	Build	Compose
Found	Evaluate	Decrease	Balance	Compose	Conserve
Give	Explore	Determine	Catalog	Customize	Construct
Learn	Examine	Divide	Categorize	Develop	Contract
Navigate	Formulate	Enter (data)	Connect	Design	Create
Offer	Gather	Estimate	Coordinate	Devise	Discover
Perform	Identify	File	Define	Enlarge	Draft
Propose	Inspect	Finance	Edit	Format	Draw
Receive	Investigate	Formulate	Establish	Implement	Engineer
Refer	Locate	Increase	Facilitate	Improve	Execute
Referee	Name	Insure	File	Innovate	Expand
Register	Obtain	Inventory	Group	Install	Generate
Reinforce	Observe	Invest	Issue	Invent	Inaugurate
Resolve	Pinpoint	Market	Modify	Fix	Landscape
Respond	Prepare	Maximize	Orchestrate	Function	Launch
Retrieve	Prioritize	Minimize	Organize	Make	Modify
Save	Receive	Multiply	Overhaul	Manufacture	Mold
Select	Research	Process	Place	Navigate	Produce
Serve	Specify	Project	Prepare	Operate	Reconstruct
Set	Survey	Purchase	Program	Propose	Redesign
Simplify	Test	Record	Qualify	Refinish	Remodel
Study	Trace	Reduce	Reorganize	Renovate	Shape
Take	Track	Solve	Rewrite	Repair	Synthesize
Travel	Verify	Quantify	Schedule	Restore	Transform