

The **POWER VERBS** listed below will help you use the most accurate and impressive verbs to describe skills or accomplishments on your CV/resume. We have grouped them into functional or skill-based areas to help you locate the perfect word.

Management

Acted Created Guided Presented
Administered Delegated Implemented
Proposed
Advised Designed Initiated
Recommended
Allocated Determined Instructed
Represented
Analysed Developed Integrated
Resolved
Anticipated Devised Interpreted
Reviewed
Appraised Directed Investigated
Revised
Approved Established Managed
Selected
Assured Evaluated Observed
Supervised
Attended Examined Organised
Surveyed
Authorised Executed Originated Trained
Controlled Expedited Participated
Verified
Coordinated Formulated Prepared

Develop / Plan / Execute

Achieved Developed Instructed
Prioritised
Analysed Directed Interpreted
Programmed
Arranged Disbursed Interviewed
Recommended
Assigned Documented Judged
Reviewed
Communicated Established Listed
Reported
Conducted Evaluated Maintained
Scheduled
Contracted Examined Managed
Supervised
Coordinated Expedited Negotiated
Trained

Defined Explained Observed Trouble-
shot
Utilised Formulated Organised
Delegated Guided Planned
Described Hired Presented

Leadership

Conducted Explained Led Planned
Decided Enlisted Lectured Promoted
Defined Inspired Motivated Solved
Documented Judged Negotiated Spoke

Numerical Management

Analysed Compiled Examined
Tabulated
Appraised Computed Managed
Budgeted Counted Projected
Calculated Estimated Reviewed

Detail / Follow-Through

Applied Delivered Implemented
Tabulated
Arranged Developed Memorised Typed
Checked Directed Organised
Collated Dispatched Purchased
Compiled Executed Recorded
Confirmed Expedited Reviewed

Communication

Communicated Described Illustrated
Published
Compared Developed Interpreted
Reported
Composed Documented Lectured
Spoke
Created Edited Listened Summarised
Defined Examined Proofread Translated
Demonstrated Explained Presented
Wrote

Educate / Train / Interpret / Guide

Advised Delivered Guided Phrased

Aided Demonstrated Illustrated Planned
Briefed Described Influenced Presented
Clarified Designed Informed
Researched

Communicated Developed Instructed
Reviewed
Composed Disbursed Interpreted
Taught
Conducted Encouraged Lectured
Trained
Consulted Explained Listened
Counseled Expressed Organised
Defined Facilitated Persuaded

Serve / Help / Human Relations

Adjusted Communicated Explained
Promoted
Administered Conveyed Guided
Provided
Assisted Cured Helped
Attended Directed Hosted
Cared Encouraged Planned

Innovate

Adapted Developed Imagined Perceived
Applied Forecasted Improved
Recognised
Conceived Formulated Invented
Remembered
Created Generated Judged Updated
Demonstrated Graphed Memorised
Visualised

Research / Investigate

Anticipated Diagnosed Inspected Re-
evaluated
Assessed Examined Observed
Reviewed
Classified Gathered Organised Solved
Criticised Grouped Perceived Structured
Defined Interviewed Planned Surveyed
Determined Inquired Recognised
Synthesised

Artistic/Performing

Acted Designed Moulded Sketched
Arranged Drafted Orchestrated Spoke
Assembled Drew Performed Staged
Built Expressed Photographed Stenciled
Composed Fashioned Recited Styled

Constructed Framed Restored
Visualised
Created Illustrated Sculpted Wrote
Directed Lectured Shaped
Decorated Mapped Showed
Demonstrated Modeled Sang

Describing Results

Examples of activities, which have,
direct effect on productivity
Automated systems Increased
productivity
Conceived new products Increased
inventory turns
Designed equipment Increased return
on investment
Developed new products Managed
operations
Developed plans Raised efficiencies
Devised methods Reduced costs
Eliminated unnecessary procedures
Reduced rejects
Enhanced Profitability Reduced energy
requirement
Improved morale Reduced risk
Improved corporate image Reduced
accounts receivable outstanding
Improved quality Reduced turnover
Improved training Reduced capital
investment
Increased sales Reduced downtime
Increased earnings Saved time

Functional Areas

Account Management Environmental
Planning Product Development
Accounting Equipment Maintenance
Production

Administration Expense Reduction
Program Design
Advertising Family Counseling
Promotion & Publicity
Advocacy Field Research Public
Relations
Analysis & Evaluation Film and Video
Public Speaking
Audio-visual Presentation Financial
Planning Publishing
Bookkeeping Food Preparation
Purchasing
Budgeting Forecasting Quality Control
Business Fundraising Real Estate
Communications Graphic Design &
Layout Records Management
Business Management Group Benefits
Recruiting
Career Development Inspection &
Maintenance Reporting
Classroom Teaching Interviewing
Research
Client Services Inventory Control
Resource Development
Communications Investigation
Restaurant Management
Community Organising Labour
Relations Retailing
Community Relations Language
Interpreting Sales (internal/external)
Computer Programming Management
Analysis Special Education
Computer Usage Market Research
Statistical

Functional Areas Continued.

Analysis
Contracts & Agreements Marketing
Supervision
Coordination Media Systems Analysis
Corporate Development Mediation
Teaching
Customer Relations Merchandising
Technical Writing
Customer Service Negotiation
Telecommunications

Data Processing Office Management
Testing
Decorating Outreach Training
Display Performing Arts Visual Arts
Drafting Photography Word Processing
Editing Policy Making Writing
Electronics Engineering Presentation
Employee Relations Printing