

Powerful Resume Verbs - Analytical/Critical Thinking

Abstract	Decipher	Scrutinize
Acquire	Deduce	Shorten
Annotate	Deliberate	Study
Assess	Derive	Substantiate
Audit	Detail	Subtract
Breakdown	Detect	Synthesize
Calculate	Diagnose	Tabulate
Compare	Discover	Total
Compute	Dissect	Track
Conceptualize	Disseminate	Triangulate
Conclude	Distinguish	Validate
Confirm	Elicit	Verify
Correct	Enumerate	Zero in
Correlate	Estimate	
Count	Evaluate	
Critique	Examine	
Decipher	Extract	
Deduce	Extrapolate	
Deliberate	Forecast	
Derive	Formulate	
Abstract	Gauge	
Acquire	Graph	
Annotate	Highlight	
Assess	Project	
Audit	Prospect	
Breakdown	Quantify	
Calculate	Qualify	
Compare	Question	
Compute	Rate	
Conceptualize	Recommend	
Conclude	Reconstruct	
Confirm	Research	
Correct	Refine	
Correlate	Retrieve	
Count	Review	
Critique	Scan	

Powerful Resume Verbs - Communication/Helping Skills

Acclimate	Describe	Lobby	Script
Accommodate	Develop	Market	Show
Address	Disburse	Manipulate	Simplify
Adjust	Disclose	Mediate	Simulate
Adopt	Discuss	Mentor	Specify
Advise	Display	Moderate	State
Advocate	Diversify	Modify	Submit
Aid	Draft	Motivate	Summarize
Announce	Edit	Narrate	Solicit
Answer	Enable	Negotiate	Solve
Apprise	Encourage	Notify	Speak
Arbitrate	Enhance	Outsource	Stimulate
Articulate	Enrich	Overcome	Summarize
Ask	Evaluate	Paraphrase	Supervise
Assist	Exchange	Partner with	Support
Attract	Experiment	Perform	Synthesize
Attested	Explain	Persuade	Talk
Author	Express	Post	Teach
Blog	Facilitate	Prepare	Team with
Bolster	Familiarize	Present	Train
Brief	Field	Prescribe	Transcribe
Broaden	Focus	Promote	Transform
Build	Formulate	Proofread	Transition
Change	Foster	Propose	Translate
Circulate	Generalize	Publicize	Transmit
Clarify	Greet	Publish	Unify
Coach	Guide	Read	Update
Co-author	Help	Recite	Uphold
Cold Call	Illustrate	Recommend	Utilize
Collaborate	Improvise	Reconcile	Verbalize
Communicate	Influence	Refer	Volunteer
Compose	Incorporate	Rehabilitate	Work
Confer	Inform	Relay	Work with
Contact	Inquire	Render	Write
Contract	Instruct	Renegotiate	
Consult	Intercede	Report	
Convene	Interface	Represent	
Convey	Interpret	Reshape	
Convince	Initiate	Resolve	
Cooperate	Interview	Respond	
Correspond	Introduce	Revise	
Counsel	Justify	Rework	
Defer	Lecture	Rewrite	
Define	Lead	Query	
Demonstrate	Listen	Quote	

Powerful Resume Verbs - Creative Skills

Act	Navigate
Adapt	Originate
Adjust	Perceive
Alter	Pioneer
Amend	Predict
Apply	Present
Balance	Produce
Brainstorm	Question
Compare	Realize
Compose	Reason
Conceive	Recreate
Conceptualize	Renew
Conjure	Revolutionize
Construct	Shape
Contrast	Sketch
Contrive	Strategize
Convert	Tailor
Craft	Theorize
Create	Validate
Customize	Visualize
Define	
Design	
Develop	
Devise	
Diagram	
Differentiate	
Discover	
Engineer	
Envision	
Establish	
Explore	
Fabricate	
Fashion	
Formulate	
Founded	
Grew	
Hypothesize	
Illustrate	
Imagine	
Improvise	
Innovate	
Introduce	
Invent	
Methodize	
Mold	

Powerful Resume Verbs - Data or Financial Skills:

Adjust
Allocate
Analyze
Budget
Compare
Compute
Count
Document
Estimate
Forecast
Inventory
Invest
Predict
Project
Quantify
Record
Retrieve
Verify

Powerful Resume Verbs - Initiative

Accelerate	Devote	Implement	Probe	Unveil
Achieve	Earn	Impose	Propel	Verify
Accomplish	Effect	Improve	Protect	Visualize
Aim	Eliminate	Increase	Raise	Vitalize
Amplify	Embark	Initiate	Reach	Volunteer
Anticipate	Emphasize	Launch	Reduce	Whittle
Assume	Enact	Learn	Regain	Win
Avert	Enhance	Leverage	Reinforce	Zap
Balance	Ensure	Maintain	Retain	
Bargain	Establish	Master	Secure	
Bring	Execute	Mastermind	Shatter	
Budget	Exhibit	Maximize	Sharpen	
Bundle	Expedite	Mitigate	Shield	
Buy	Finalize	Modernize	Spearhead	
Broaden	Fine-tune	Negate	Specialize	
Capitalize	Fix	Neutralize	Start	
Carry out	Forecast	Normalize	Stimulate	
Challenge	Fortify	Nullify	Succeed	
Check	Fulfill	Obliterate	Surpass	
Commit	Further	Officiate	Target	
Compete	Gain	Optimize	Terminate	
Dedicate	Handle	Overhaul	Trap	
Deliver	Heighten	Polish	Uncover	
Demolish	Hunt	Prevent	Undertake	

Powerful Resume Verbs - Organizational skills

Accumulate	Operate
Align	Outline
Allocate	Package
Arrange	Place
Assemble	Plan
Associate	Prepare
Budget	Preserve
Calculate	Process
Catalog	Purchase
Categorize	Qualify
Centralize	Rank
Channel	Rate
Chart	Rearrange
Classify	Reconcile
Collect	Record
Compile	Register
Condense	Regulate
Consolidate	Reorganize
Correlate	Reposition
Divert	Research
Divide	Restructure
Document	Revamp
Execute	Route
File	Schedule
Filter	Separate
Formalize	Set
Form	Situate
Gather	Sort
Group	Splice
Index	Standardize
Individualize	Straighten
Integrate	Streamline
Label	Structure
Link	Subdivide
List	Systematize
Localize	Tabulate
Log	
Map	
Merge	
Monitor	
Officiate	
Orchestrate	
Order	
Organize	
Orient	

Powerful Resume Verbs - Management/Leadership Skills

Accelerate	Direct	Launch	Restore
Act	Downsize	Lead	Restructure
Achieve	Ease	Lessen	Revamp
Accomplish	Elevate	Leverage	Run
Acquire	Edit	Manage	Sanction
Adapt	Educate	Maximize	Save
Add	Elicit	Mediate	Schedule
Administer	Eliminate	Mobilize	Settle
Advance	Empower	Moderate	Simplify
Advise	Enforce	Modernize	Solve
Adhere	Enhance	Modified	Sponsor
Administer	Enlighten	Monitor	Spearhead
Advance	Enlist	Motivate	Strategize
Advise	Enrich	Multiply	Standardize
Aid	Establish	Name	Stimulated
Allocate	Execute	Navigate	Streamline
Allow	Expand	Negotiate	Strengthen
Appoint	Expedite	Officiate	Suggest
Appraise	Fabricate	Operate	Support
Approve	Facilitate	Optimize	Supervise
Arbitrate	Foster	Orchestrate	Synthesize
Assign	Founded	Order	Systematize
Attain	Govern	Organize	Train
Authorize	Guide	Outline	Transform
Bolster	Handle	Outsource	Update
Boost	Head	Overhaul	Upgrade
Build	Heighten	Oversee	Unite
Capitalize	Hire	Penalize	
Centralize	Host	Pilot	
Chair	Increase	Plan	
Challenge	Implement	Preside	
Clarify	Improve	Prevent	
Coach	Incorporate	Prioritize	
Collaborate	Influence	Program	
Comfort	Inspire	Reduce	
Command	Interview	Review	
Commission	Institute	Revise	
Consolidate	Instruct	Recommend	
Coordinate	Integrate	Reconciled	
Create	Initiate	Recruit	
Decentralize	Intervene	Redesign	
Decide	Interview	Reengineer	
Dedicate	Introduce	Regulate	
Delegate	Innovate	Remodel	
Designate	Judge	Reorganize	

Powerful Resume Verbs - Research Skills

Analyze	Organize
Collect	Recreate
Compare	Report
Control	Replicate
Create	Research
Detect	Retest
Determine	Review
Diagnose	Revise
Document	Search
Duplicate	Summarize
Evaluate	Survey
Examine	Synthesize
Gather	Test
Hypothesize	Theorize
Identify	Time
Investigate	Validate
Locate	Verify
Measure	Write

Powerful Resume Verbs - Sales

Act	Implement
Analyze	Increase
Assist	Launch
Budget	Lead
Collaborate	Maintain
Conduct	Manage
Coordinate	Meet
Convince	Originate
Create	Plan
Define	Prepare
Design	Process
Determine	Promote
Develop	Reorganize
Distribute	Represent
Ensure	Review
Establish	Train
Exhibit	Work
Generate	

Powerful Resume Verbs - Teamwork Action Words

Accompany	Debate	Mediate
Abstract	Defend	Motivate
Acquire	Elect	Participate
Assist	Enable	Partner with
Attend	Foster	Resolve
Collaborate	Guide	Settle
Collate	Help	Share
Communicate	Impart	Staff
Conciliate	Inspire	Suggest
Confront	Instill	Support
Convince	Interact	Team with
Cooperate	Involve	Unify
Cultivate	Join	Unite

Powerful Resume Verbs - Technical Skills

Activate	Devise	Reengineer
Actuate	Download	Regulate
Adapt	Engineer	Rehabilitate
Analyze	Equip	Remodel
Apply	Fabricate	Repair
Assemble	Fortified	Replace
Augment	Install	Restore
Automate	Interface	Solve
Build	Interpolate	Specialize
Calibrate	Liquidate	Standardize
Calculate	Litigate	Study
Code	Maintain	Synthesize
Construct	Mechanize	Transmit
Convert	Operate	troubleshoot
Debug	Overhaul	Upgrade
Deploy	Print	Upload
Design	Program	Utilize
Determine	Realign	X-ray
Develop	Rectify	

Powerful Resume Verbs - Miscellaneous Action Words

Audit	Dramatize	Load	Reserve	Transmit
Award	Draw	Lubricate	Review	Teach
Bargain	Drive	License	Satisfy	Tend
Begin	Duplicate	Maintain	Screen	Tighten
Blast	Disburse	Manufacture	Safeguard	Time
Block	Dispatch	Market	Sanction	Tour
Bolster	Display	Minimize	Sand	Trace
Bombard	Enlist	Nail	Satisfy	Trade
Boost	Excel	Net	Sauder	Transfer
Borrow	Execute	Nurse	Save	Transport
Buy	Exercise	Nurture	Scope	Transpose
Canvass	Enlarge	Open	Scrape	Travel
Capture	Enrich	Orient	Screen	Treat
Care	Enter	Operate	Sculpt	Trim
Cater	Entertain	Perform	Seal	Triple
Cause	Exercise	Prepare	Seize	Tutor
Certify	Expand	Program	Select	Update
Commission	Extend	Paint	Serve	Use
Commit	Finance	Perform	Service	Value
Consent	Forge	Photograph	Sew	View
Contract	Forward	Plant	Shear	Visit
Charge	Find	Play	Shop	Wage
Clear	Frame	Practice	Siphon	Wax
Close	Function	Print	Sell	Weigh
Combine	Fund	Produce	Solder	Weld
Commence	Furnish	Promote	Solicit	Widen
Complete	Familiarize	Provide	Spot	Withdraw
Conclude	Figure	Purchase	Strengthen	Witness
Conduct	Guarantee	Recall	Study	Yield
Confirm	Generate	Receive	Stun	Zone
Connect	Grade	Recognize	Substitute	
Conserve	Gross	Rectify	Supply	
Consider	Halt	Relate	Sustain	
Contain	Immunize	Release	Secure	
Continue	Insure	Repair	Serve	
Control	Issue	Repeat	Set	
Copy	Indicate	Represent	Smooth	
Cut	Institute	Reproduce	Seek	
Decrease	Involve	Reserve	Specify	
Depict	Issue	Restore	Submit	
Depreciate	Keep	Restrict	Survey	
Deteriorate	Knock	Reveal	Sustain	
Diminish	License	Revitalize	Traced	
Discharge	Lift	Realize	Transact	
Dispense	Lighten	Relate	Transform	