



# Power Verbs for Resumes

Power verbs convey a sense of strength and accomplishment and will grab the reader's attention. Basic verbs are only as strong as the facts that support them. Weak verbs don't stir excitement or enthusiasm, and should be avoided.

## Power Verbs – *use these often*

Accomplished	Consulted	Ensured	Performed
Achieved	Coordinated	Founded	Refactored
Added/Reduced	Corrected	Improved	Saved
Adopted	Created	Increased/Decreased	Standardized
Architected	Delivered	Introduced	Supervised
Automated	Directed	Led	Trained
Built	Discovered	Migrated	Tuned
Consolidated	Documented	Optimized	Wrote

## Basic Verbs – *use only with support*

Acted	Designed	Managed	Supported
Administered	Developed	Monitored	Tested
Assisted	Facilitated	Prepared	Translated
Coded	Handled	Provided	Updated
Communicated	Identified	Rendered	Validated
Configured	Implemented	Researched	
Contributed	Installed	Resolved	
Demonstrated	Maintained	Reviewed	

## Weak Verbs – *do not use*

Authored (use "wrote")	Gathered	Responsible for	Troubleshooted
Did	Interfaced	Steered (use "directed")	Used/Utilized
Enhanced	Met	Strategized	Worked on
Ensured	Participated	Studied	
Experienced	Planned	Synergized (WTF?)	