## Power Words/Action Verbs

**Management/**

**Leadership**

Administered

Analyzed

Appointed

Approved

Assigned

Attained

Authorized

Chaired

Considered

Consolidated

Contracted

Controlled

Converted

Coordinated

Decided

Delegated

Developed

Directed

Eliminated

Emphasized

Enforced

Enhanced

Established

Executed

Generated

Handled

Headed

Hired

Hosted

Improved

Implemented

Increased

Initiated

Led

Managed

Merged

Motivated

Organized

Originated

Overhauled

Oversaw

Planned

Presided

Prioritized

Produced

Recommended

Replaced

Restored

Scheduled

Secured

Selected

Streamlined

Strengthened

Supervised

Terminated

Transformed

**Communication**

addressed

advertised

arbitrated

arranged

authored

clarified

collaborated

communicated

composed

condensed

corresponded

developed

directed

drafted

edited

enlisted

formulated

influenced

interpreted

lectured

mediated

moderated



**Communication**

Addressed

Advertised

Arbitrated

Arranged

Articulated

Authored

Collaborated

Communicated

Composed

Condensed

Conferred

Consulted

Contacted

Conveyed

Convinced

Corresponded

Debated

Defined

Described

Discussed

Drafted

Edited

Elicited

Enlisted

Explained

Expressed

Formulated

Furnished

Incorporated

Influenced

Interacted

Interpreted

Interviewed

Involved

Joined

Judged

Lectured

Listened

Marketed

Mediated

Moderated

Negotiated

Observed

Outlined

Participated

Persuaded

Presented

Proposed

Publicized

Reconciled

Recruited

Referred

Reinforced

Reported

Resolved

Responded

Solicited

Spoke

**munication**

addressed

advertised

arbitrated

arranged

authored

clarified

collaborated

communicated

composed

condensed

corresponded

developed

directed

drafted

edited

enlisted

formulated

influenced

interpreted

lectured

mediated

moderated



Suggested

Summarized

Synthesized

Translated

Wrote

 **Research**

Clarified

Collected

Compared

Conducted

Detected

Determined

Diagnosed

Evaluated

Examined

Experimented

Explored

Extracted

Gathered

Identified

Inspected

Interpreted

Invented

Investigated

Located

Measure

Researched

Reviewed

Searched

Solved

Summarized

Surveyed

Systematized

**Technical**

Adapted

Applied

Assembled

Built

Calculated

Computed

Conserved

Constructed

Designed

Determined

Engineered

Maintained

Operated

Printed

Programmed

Regulated

Remodeled

Solved

Specialized

Standardized

Studied

Upgraded

Utilized



**Teaching**

Advised

Coached

Critiqued

Enabled

Encouraged

Explained

Facilitated

Focused

Guided

Individualized

Informed

Instilled

Instructed

Motivated

Persuaded

Simulated

Stimulated

Taught

Tested

Trained

Transmitted

Tutored

**Financial/Data**

Adjusted

Allocated

Appraised

Assessed

Audited

Balanced

Budgeted

Corrected

Estimated

Prepared

Projected

Reduced

Retrieved

**Creative**

Acted

Began

Combined

Composed

Conceptualized

Condensed

Created

Customized

Displayed

Drew

Entertained

Fashioned

Illustrated

Initiated

Instituted

Integrated

Introduced

Invented

Modeled

Modified

Performed

Photographed

Revised

Revitalized

Shaped

**Helping**

Advocated

Aided

Answered

Assisted

Contributed

Cooperated

Counseled

Demonstrated

Educated

Ensured

Expedited

Familiarized

Furthered

Helped

Insured

Intervened

Prevented

Provided

Rehabilitated

Represented

Simplified

Supplied

Supported

Volunteered

**Organization/**

**Detail**

Catalogued

Categorized

Chartered

Classified

Coded

Compiled

Corrected

Distributed

Inspected

Logged

Maintained

Monitored

Obtained

Operated

Ordered

Processed

Purchased

Recorded

Registered

Reserved

Responded

Routed

Screened

Served

Submitted

Supplied

Updated

Validated

Verified

**Personal Qualities**

Accurate

Analytical

Autonomous

Confident

Consistent

Decisive

Deliberate

Dependable

Efficient

Energetic

Enterprising

Enthusiastic

Flexible

Improvement

Independent

Initiative

Innovative

Listen

Organized

Passionate

Patient

Persuasive

Precise

Reliable

Structured

Supportive

Systematic

***When creating descriptors use these action words, and don’t forget to place the information
in the correct
past or present tense***