

The 5-Day Job Search by Annie Margarita Yang

Showcasing Your Achievements: 400 Power Verbs for Effective Resumes

Highlight Your Highlights:

Reflect on your career history and identify your shining moments and most impactful roles. These are the experiences that will form the core of your revamped resume.

Action Verb Assignment:

Review the tasks you accomplished in your significant roles and select a powerful verb from our curated list to represent each action. For example, if you led a project, use "Led" as your verb. If you implemented a new system improving work efficiency, "Implemented" would be a fitting verb.

Quantify and Specify:

When using power verbs, make sure to add specifics. Indicate quantities, frequencies, or percentages whenever possible. "Led a team of 10 to exceed our sales targets by 15%" is far more impactful than simply saying "Led a team".

Diversify Your Verbs:

Avoid overusing a single verb. Using a variety of action words will keep the reader engaged and show off your multifaceted skill set.

Mirror the Job Description:

Review the job description for the position you're applying for. Identify the skills and experiences the employer values and use verbs that reflect these qualities.

Authenticity Above All:

Ensure the verbs you use truthfully represent what you did in your roles. It can be tempting to exaggerate, but remember, honesty is paramount in the job application process.

Remember, this worksheet is designed to help you showcase your accomplishments and skills in the best possible way. The unique blend of your experiences, skills, and authenticity is what will truly make you stand out. Good luck!

accelerated	branded	contributed	employed
accompanied	bridged	controlled	enabled
accomplished	briefed	converted	endured
accounted	buffered	cooked	engaged
achieved	built	coordinated	engineered
acquired	calculated	corrected	enhanced
acted	capitalized	counseled	ensured
added	captured	created	established
addressed	cared	cultivated	estimated
administered	carried	customized	evaluated
admitted	catapulted	cut	exceeded
adopted	certified	danced	executed
advanced	chaired	dealt	expanded
advised	challenged	deciphered	expedited
advocated	championed	decreased	experienced
agreed	changed	defined	explored
aligned	charted	delighted	extracted
allocated	checked	delivered	facilitated
analyzed	clarified	demonstrated	filed
applied	classified	deployed	filled
appraised	cleared	designed	filmed
assembled	closed	determined	finalized
assessed	coached	developed	financed
assigned	coded	devised	finessed
assimilated	cold called	directed	flew
assisted	collaborated	discovered	focused
assumed	collected	dispatched	followed
assured	combined	disposed	forced
attained	commanded	distinguished	forecasted
attended	communicated	distributed	formed
audited	compared	diversified	fostered
augmented	competed	divested	found
authored	compiled	documented	founded
awarded	completed	doubled	functioned
badged	composed	downsized	funded
balanced	computerized	drafted	gained
based	conceived	dreamt	gathered
benchmarked	conceptualized	drove	generated
blended	conducted	dug	graded
boosted	consolidated	elaborated	graduated
bound	constructed	eliminated	grasped
bracketed	consulted	emphasized	grew

guided	licensed	performed	recruited
handled	linked	persuaded	redesigned
heated	liquidated	piloted	reduced
held	listened	pioneered	refinanced
hired	loaned	planned	refined
honed	located	pointed	reflected
identified	maintained	positioned	reformed
ignited	managed	possessed	regulated
imaged	manned	posted	reinvented
imagined	manufactured	powered	remodeled
immersed	marched	practiced	removed
implemented	marketed	prepared	renegotiated
improved	maximized	presented	reorganized
incentivized	mentored	presided	repaired
incorporated	merchandized	priced	replaced
increased	merged	prioritized	reported
incubated	mobilized	processed	repositioned
indicated	modified	procured	represented
influenced	monitored	produced	required
initiated	motivated	programmed	researched
injected	moved	promoted	resolved
innovated	multiplied	proposed	responded
input	negotiated	prospected	restored
inspected	networked	protected	restructured
installed	obtained	proved	resulted
instituted	offered	provided	retained
instructed	opened	published	returned
integrated	operated	punctuated	revamped
interacted	opposed	purchased	reviewed
interfaced	optimized	quadrupled	revised
interned	orchestrated	qualified	revitalized
interviewed	ordered	raised	rezoned
introduced	organized	rationalized	rinsed
invented	outperformed	re-engineered	sampled
invested	outsourced	reacted	saved
joined	overhauled	realigned	scheduled
laminated	oversaw	reassessed	scoured
launched	packaged	rebuilt	screened
learned	paid	received	searched
leased	participated	recognized	secured
led	partnered	recommended	selected
leveraged	penetrated	recorded	served

serviced
shadowed
shared
shortened
simmered
simplified
simulated
skilled
sold
solidified
solved
sought
sourced
spearheaded
specialized
spent
spoke
started
stimulated
stirred
stored
strategized
streamlined
strengthened
stretched
structured
studied
submitted
suggested
summarized
supervised
supported
sustained
targeted
tasked
taught
teamed
terminated
tested
timed
tracked
trained

transferred
transformed
transitioned
translated
tripled
tuned
turned
turned around
understood
updated
upgraded
used
utilized
validated
ventilated
verified
vetted
warehoused
weighed
willed
won
worked
wrote
yielded

