



## 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!



# Annie Margarita Yang

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



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



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saved  
scheduled  
scoured  
screened  
searched  
secured  
selected  
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