

Power Words

Accomplishments / Results

Achieved	Expanded	Reduced (losses)	Structured
Discovered	Improved	Resolved (problems)	Succeeded
Doubled	Pioneered	Restored	Targeted
Eliminated	Qualified	Spearheaded	Transformed

Communication

Addressed	Delegated	Formulated	Moderated
Arranged	Developed	Influenced	Negotiated
Authored	Directed	Instructed	Promoted
Collaborated	Drafted	Interpreted	Publicized
Conveyed	Edited	Lectured	Recruited
Corresponded	Facilitated	Mediated	Translated

Creativity

Acted	Engendered	Integrated	Projected
Conceptualized	Established	Introduced	Researched
Created	Fashioned	Invented	Revitalized
Customized	Founded	Marked	Shaped
Designed	Illustrated	Originated	Transformed
Developed	Initiated	Performed	
Directed	Instituted	Planned	

Data / Technical

Assembled	Designed	Maintained	Overhauled
Calculated	Devised	Maneuvered	Programmed
Computed	Engineered	Modified	Repaired
Constructed	Fabricated	Operated	Upgraded

Finance

Administered	Audited	Computed	Marketed
Allocated	Balanced	Developed	Planned
Analyzed	Budgeted	Forecasted	Projected
Appraised	Calculated	Managed	Researched

Helping Skills

Assessed	Demonstrated	Facilitated	Referred
Assisted	Diagnosed	Familiarized	Rehabilitated
Clarified	Educated	Guided	Represented
Coached	Encouraged	Inspired	Stimulated
Counseled	Expedited	Motivated	Supported

Management

Administered	Contracted	Evaluated	Prioritized
Analyzed	Controlled	Executed	Produced
Arranged	Coordinated	Improved	Recommended
Assigned	Delegated	Increased	Reviewed
Attained	Developed	Organized	Scheduled
Chaired	Directed	Oversaw	Strengthened
Consolidated	Distributed	Planned	Supervised

Organization / Clerical

Approved	Compiled	Operated	Retrieved
Arranged	Executed	Organized	Screened
Assembled	Generated	Prepared	Specified
Catalogued	Implemented	Processed	Systematized
Classified	Inspected	Purchased	Tabulated
Collected	Monitored	Recorded	Validated

Research

Analyzed	Documented	Inspected	Organized
Assessed	Evaluated	Interpreted	Reviewed
Collected	Examined	Interviewed	Summarized
Critiqued	Formulated	Investigated	Surveyed
Diagnosed	Identified	Observed	Systematized

Teaching

Adapted	Coordinated	Evaluated	Informed
Advised	Demystified	Explained	Instructed
Clarified	Developed	Facilitated	Persuaded
Coached	Enabled	Guided	Stimulated
Communicated	Encouraged	Illustrated	Trained