

## Power Verbs and Phrases For Resumes, Cover Letters, and Interviews

Communication is powerful if the words we use to communicate are powerful. When designing your resume and cover letter, keep in mind that you need to watch your word choice. Since these documents may be the first contact you have with a perspective employer, you want to make for a strong beginning. As you write achievement statements or paragraphs that sell your skills, consider these suggestions:

- Use *active verbs*, not passive.
- Use verbs that convey *power and action*.
- Use verbs claiming the *highest level of skill or achievement* that you can *legitimately claim*.
- Use verbs that *accurately describe* what you have done.
- Use adjectives and adverbs sparingly.
- Use *specific nouns*.
- Use *numbers* when possible.
- Use the *most impressive form (and still honest)* of the number you use.
- ***Never lie!*** It is not worth it and will catch up with you.
- ***Proofread all your verbs and nouns for agreement, tense and appropriateness; check all grammar and spelling and neatness of format.***

Here is a list of powerful verbs and phrases to make use of in resumes, cover letters and interviews:

accelerated  
accomplished  
achieved  
actively participated  
administered  
advanced  
advised  
analyzed  
applied  
assisted  
assumed a key role  
authored  
built  
closed  
coached  
co-developed  
co-directed  
co-founded

collected  
co-managed  
communicated  
completed  
computerized  
conducted  
consolidated  
constructed  
contained  
contracted  
contributed  
controlled  
convinced  
coordinated  
created  
critiqued  
dealt effectively  
decreased

defined  
delivered  
designed  
developed  
directed  
doubled  
earned  
eliminated  
emphasized  
enforced  
established  
evaluated  
exceeded  
excelled  
executed  
exercised  
expanded  
expedited

facilitated  
filled  
focused  
formed  
formulated  
fostered  
founded  
gained  
generated  
ground-breaking  
headed up  
helped  
hired  
honored  
identified  
implemented  
improved  
increased  
initiated  
innovated  
instituted  
instructed  
integrated  
interviewed  
introduced  
investigated  
lectured  
led  
leveraged  
maintained  
managed  
marketed  
mastered  
motivated  
negotiated  
operated  
orchestrated  
organized  
outmaneuvered  
overcame  
oversaw  
penetrated

performed  
permitted  
persuaded  
planned  
played a key role  
positioned  
prepared  
presented  
prevented  
produced  
proficient  
profitably  
project managed  
promoted  
proposed  
prospected  
protected  
provided  
published  
quadrupled  
ranked  
received  
recognized  
recommended  
recruited  
reduced  
removed  
renegotiated  
replaced  
researched  
resolved  
restored  
restructured  
reversed  
satisfied  
saved  
scheduled  
selected  
self-financed  
served  
set up  
solved

staffed  
started  
stopped  
streamlined  
studied  
substituted  
supervised  
taught  
tightened  
took the lead in  
trained  
trimmed  
tripled  
troubleshooting  
turned around  
upgraded  
wrote  
yielded