

# Power Verbs For Your Resume

## Planning

Example: Developed & implemented a training program that resulted in a 45% increase in employee satisfaction

Administered	Developed	Formulated	Prepared	Revised
Anticipated	Devised	Identified	Prioritized	Strategize
Commissioned	Evaluated	Observed	Researched	Studied
Determined	Forecasted	Planned	Reserved	Tailored

## Organizing

Example: Coordinated weekly office schedules for 8 employees

Acquired	Cataloged	Designated	Logged	Routed
Activated	Centralized	Designed	Mapped out	Scheduled
Adjusted	Charted	Dispatched	Neatened	Selected
Allocated	Classified	Established	Obtained	Secured
Altered	Collected	Facilitated	Ordered	Simplified
Appointed	Committed	Housed	Organized	Sought
Arranged	Confirmed	Implemented	Procured	Straightened
Assembled	Contracted	Incorporated	Programmed	Suggested
Assessed	Coordinated	Instituted	Recruited	Tracked
Assigned	Customized	Issued	Rectified	Tracked
Authorized	Delegated	Linked	Retrieved	

## Executing

Example: Handled 20-35+ customer calls per shift regarding coverage changes, renewal rates and billing procedures

Acted	Displayed	Input	Processed	Sold
Administered	Distributed	Installed	Produced	Stocked
Carried out	Entered	Labored	Proofed	Transacted
Collected	Exercised	Merchandised	Prospected	
Completed	Forwarded	Operated	Proved	
Conducted	Handled	Performed	Shipped	

## Supervising

Example: Developed and supervised the implementation of new computer filing system that reduced paper use by 35%

Adjusted	Correlated	Indexed	Overhauled	Screened
Analyzed	Developed	Judged	Oversaw	Set
Apportioned	Discovered	Licensed	Policed	Scrutinized
Assessed	Established	Maintained	Prohibited	Supervised
Certified	Examined	Measured	Refined	Supplied
Compared	Explored	Modified	Regulated	Tightened
Controlled	Graded	Monitored	Reviewed	Traced
Corrected	Inspected	Officiated	Revised	Updated

## Leading

Example: Trained 20+ new employees in customer service policies over a 2-year period

Accelerated	Elected	Guided	Mentored	Spearheaded
Assumed	Employed	Hired	Motivated	Stimulated
Caused	Empowered	Influenced	Originated	Strengthened
Chaired	Encouraged	Initiated	Pioneered	Supervised
Changed	Enlisted	Inspired	Promoted	Trained
Conducted	Envisioned	Involved	Raised	Transformed
Directed	Fostered	Led	Recognized for	Visualized
Disproved	Founded	Managed	Set goals	

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## Getting Results

Example: Increased student participation by 25% over a 6-month period

Accomplished	Constructed	Ensured	Hastened	Minimized	Reduced (losses)
Achieved	Contributed	Excelled	Heightened	Modernized	Rejuvenated
Added	Delivered	Expanded	Improved	Obtained	Renovated
Advanced	Demonstrated	Expedited	Increased	Opened	Restored
Attained	Diminished	Extended	Innovated	Orchestrated	Targeted
Augmented	Earned	Finalized	Integrated	Overcame	Uncovered
Boosted	Eclipsed	Fulfilled	Introduced	Prevailed	
Built	Eliminated	Gained	Invented	Produced	
Combined	Enlarged	Generated	Joined	Qualified	
Completed	Enjoyed	Grew	Launched	Realized	
Consolidated	Enlisted	Guaranteed	Lightened	Received	

## Problem Solving

Example: Streamlined ordering through the use of computer technology, decreasing wait time from 6-2 days

Alleviated	Conceptualized	Detected	Found	Repaired	Solved
Analyzed	Created	Diagnosed	Investigated	Revamped	Synthesized
Brainstormed	Debugged	Engineered	Recommended	Revitalized	Theorized
Collaborated	Decided	Foresaw	Remedied	Revived	
Conceived	Deciphered	Formulated	Remodeled	Satisfied	

## Quantitative

Example: converted files from COBAL to JAVA in order to increase compatibility with current systems

Accounted for	Checked	Dispensed	Grossed	Projected	Tabulated
Appraised	Compiled	Dispersed	Increased	Purchased	Totaled
Approximated	Compounded	Earned	Inventoried	Quantified	
Audited	Computed	Enumerated	Maximized	Rated	
Balanced	Conserved	Estimated	Multiplied	Reconciled	
Budgeted	Converted	Figured	Netted	Recorded	
Calculated	Counted	Financed	Profited	Reduced	

## Communicating

Example: Presented to groups of 30+ transfer students on a weekly basis concerning university policies and procedures

Acted	Composed	Elicited	Justified	Rendered	Summarized
Adapted	Consented	Explained	Lectured	Reported	Supplemented
Admitted	Concluded	Extracted	Marketed	Represented	Supported
Addressed	Convinced	Fabricated	Mediated	Revealed	Surveyed
Allowed	Consulted	Fashioned	Moderated	Sanctioned	Synthesized
Amended	Corresponded	Greeted	Negotiated	Settled	Systematized
Arbitrated	Critiqued	Highlighted	Perceived	Shaped	Tested
Argued	Dedicated	Illustrated	Persuaded	Smoothed	Taught
Ascertained	Defined	Improvised	Presented	Specified	Translated
Attested	Deliberated	Indicated	Publicized	Spoke	Transmitted
Briefed	Demonstrated	Inferred	Queried	Sold	Verified
Clarified	Drafted	Informed	Questioned	Solicited	Welcomed
Cleared up	Dramatized	Instructed	Referred	Submitted Wrote	
Closed	Edited	Interpreted	Reinforced	Substantiated	
Communicated	Educated	Interviewed	Related	Suggested	

## Helping

Example: Provided academic support for 30+ at-risk primary school students through comprehensive after-school program

Aided	Bolstered	Eased	Familiarized	Prescribed	Returned
Accommodated	Coached	Elevated	Helped	Provided	Saved
Advised	Continued	Enabled	Interceded	Protected	Served
Alleviated	Cooperated	Endorsed	Mobilized	Rehabilitated	Sustained
Assisted	Counseled	Enhanced	Modeled	Relieved	Tutored
Assured	Dealt	Enriched	Polished	Rescued	Validated

## **SAMPLE – Chronological resume worksheet**

*Most employers prefer a chronological form of resume, since it makes it easy for them to spot work continuity and determine what knowledge and skills were used in what positions. Since most employers now accept and even prefer online applications, keep the format of your resume simple and straightforward. Use this worksheet to help you gather your personal information. Skip any sections that are not relevant to you or the position you are seeking.*

### **Contact Information**

Name

Street Address, City, State, Zip Code

Home telephone number, cell phone number

Email address

**Objective** (ensure that the job title and duties here match the job description)

*Provide a brief description of the job and job environment for which you are applying.*

*Example: Seeking executive-level Administrative Assistant position in an organization geared to communications, marketing, or fundraising.*

### **Qualifications**

*Use this section if you wish to call attention to specific strengths, especially those that match the job description. This section is useful for listing knowledge and skills that are transferable between all jobs.*

*Example: 10 years successful experience in client service, able to multitask in deadline oriented environments, highly proficient in the use of relational databases.*

**Experience** (list relevant work experience, but keep resume to 2 pages maximum)

*Do not simply list job responsibilities. Focus on accomplishments and results. Use quantitative information when appropriate.*

*Examples: Handled all payroll and personnel transactions for a department of 14 faculty and 43 staff; Developed four-hour training program in fire safety that was presented to 450+ operations employees; Increased student satisfaction by creating an orientation FAQs list for 300 first-year students; Reduced unit budget by 2% by developing website to replace marketing brochures.*

**Job Title 1**

**Company Name; Department**

**City, State**

**Dates of Employment (Month/Year to Month/Year)**

**List main accomplishments and job responsibilities using active language**

-  
-  
-  
-

**Job Title 2**

**Company Name; Department**

**City, State**

**Dates of Employment (Month/Year to Month/Year)**

**List main accomplishments and job responsibilities using active language**

-  
-  
-  
-

**Job Title 3**

**Company Name; Department**

**City, State**

**Dates of Employment (Month/Year to Month/Year)**

**List main accomplishments and job responsibilities using active language**

-  
-  
-  
-

**Job Title 4**

**Company Name; Department**

**City, State**

**Dates of Employment (Month/Year to Month/Year)**

**List main accomplishments and job responsibilities using active language**

-  
-  
-  
-

**Education, Training, Professional Development**

List degrees; date received; name of institution, city, state

Special accomplishments and/or awards

*Example:* B.S., Business Administration; 1981; Rutgers University; New Brunswick, NJ  
Graduated with honors

List names of specialized training; date completed; name of institution, city, state

*Example:* Diploma; 2002; Middlesex County Technical/Vocational School, School of  
Construction Technology; New Brunswick, NJ

List names of professional development workshop/program; date completed; name of institution,  
city, state

*Example:* Communicator Certificate Program; June 2008; Rutgers University, University Human  
Resources; New Brunswick, NJ

**Certifications and Licenses**

List names of certifications/licenses; current status; name of granting agency or organization

*Example:* Certified Right to Know Trainer; June 2008 active; New Jersey Department of  
Environmental Protection; Trenton, NJ

**Computer Literacy**

List computer environments with which you are familiar: PC, MAC, Linux, UNIX, etc.

List public computer software with which you have proficiency: Word, Access, internet, email.

List proprietary computer software with which you have proficiency (identify what it is to  
outsiders): RIAS Oracle-based purchasing system, SAKAI course management system.

**Military**

Branch of service, rank, rate, year separated

Security clearance if any

Decorations, awards, accomplishment, special abilities, if any

**Professional and Community Affiliations** (only list those that are job related and pertinent)

Professional organizations to which you belong in your current job

*Examples:*

Secretary, Rutgers Chapter of American Council on Education Network

Member, American Society for Training and Development

Professional organizations to which you belong based on personal interests or education

*Examples:*

Public Relations Society of America, graduate student member

Literacy Volunteers of America

Community affiliations that show skills that are job relevant (shown in parentheses)

*Examples:*

Local humane society fundraiser (fundraising, client contact)

PTA president (leadership and supervisory experience, planning and organizing events)

Board of Education member (leadership and negotiation skills, budgeting skills)

Toastmasters (public speaking skills)

**Special Abilities** (only list those that are job related and pertinent)

*Examples:*

Trilingual in English, Spanish, and Portugese

Fluent in American Sign Language

Yoga instructor (pertinent to jobs where stress management is important or where knowledge could be passed along to others; e.g., student services positions)

## **SAMPLE – Cover letter**

*The purpose of the cover letter is to stress credentials that closely match the job advertisement. Since this is your introduction to the organization, make the letter specific to the company. The letter should be concise, informative, and free of errors. It's best to address the letter to a specific person, if possible, the person actually making the hiring decision.*

Ineeda Job  
1234 Any Road  
City, State Zip  
732-867-5309

Month Day, Year

Ima N. Ployer, Title  
5678 This Road  
City, State Zip

Dear Ms. Ima Ployer,

Please consider my qualifications for the Administrative Assistant position, posting #789, that appears on your organization's website this week.

My skills and experience are a good fit for this opening:

- three years experience reporting directly to senior management
- demonstrated success administrating programs, projects, and/or processes and by organizing and coordinating unit operations
- ability to resolve routine conflicts and issues and deal positively with students, faculty, staff, and external clients
- strong ability to multitask in conducting daily operations including security management, building and equipment maintenance, telephone system coordination, purchasing, and payroll
- experience researching and compiling data, developing budgets, and preparing analytical reports
- bachelor's degree in communications
- proficiency in Word, Excel, PowerPoint, Visio, Access, and Outlook

Although I have no work experience coordinating events, I have successfully managed the Safe Prom Night activities for 600+ students in our local high school for the past two years. This included finding a location, contracting with vendors, arranging transportation for the students, and working with the local police departments, among other tasks.

The attached resume further highlights my education, experience, and skills. The opportunity to discuss my credentials at greater length during an interview would be appreciated. Please call or email me at your convenience. I will look forward to hearing from you.

Sincerely,

Ineeda Job