

Power Word Examples

When listing your responsibilities, try to focus on your accomplishments rather than simply the duties you performed. By using Power Words to begin sentences or phrases, you will be more concrete and results driven in the presentation of yourself and avoid generalizations. The following is a list of Power Words you might use:

Accelerated	Implemented	Provided
Accomplished	Improved	Proficient in
Achieved	Increased	Reinforced
Adapted	Influenced	Reorganized
Administered	Initiated	Purchased
Analyzed	Inspected	Recommended
Approved	Instructed	Reduced
Conceived	Interpreted	Revamped
Conducted	Launched	Reviewed
Completed	Led	Revised
Controlled	Lectured	Scheduled
Coordinated	Maintained	Simplified
Created	Managed	Set up
Delegated	Mastered	Solved
Demonstrated	Motivated	Streamlined
Designed	Operated	Structured
Developed	Ordered	Supervised
Directed	Originated	Supported
Earned	Organized	Translated
Effected	Participated	Surpassed
Eliminated	Performed	Taught
Established	Pinpointed	Trained
Evaluated	Planned	Used
Expanded	Prepared	Utilized
Expedited	Produced	Won
Facilitated	Programmed	Wrote
Found	Proposed	
Generated	Proved	