

# 100 Résumé Power Words

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When building a résumé, make sure you analyze the job description and pick out key responsibilities and qualifications. These should be the focus of your document. Create descriptive phrases that directly respond to the employer's needs. If you get stuck, you may need to use a list of key words to help.

The following is a list of 100 power words commonly found of résumés. It should be stated that not every power word is appropriate for every industry or individual. This list is by no means comprehensive, but is provided to help support your development process. If you are interested in having your résumé developed by one of our professional résumé writers, please call us for details.

Advanced	Coordinated	Initiated	Qualified
Advertised	Counseled	Inquired	Quantified
Advised	Crafted	Instructed	Received
Aligned	Created	Integrated	Recommended
Amended	Critiqued	Interviewed	Reconciled
Analyzed	Designed	Inventoried	Recruited
Announced	Determined	Investigated	Requisitioned
Appraised	Developed	Linked	Researched
Arbitrated	Directed	Maintained	Reviewed
Articulated	Documented	Managed	Revised
Assessed	Drafted	Mediated	Reworked
Assisted	Educated	Monitored	Scheduled
Built	Engineered	Motivated	Screened
Captured	Evaluated	Negotiated	Served
Categorized	Explained	Observed	Sketched
Challenged	Explored	Organized	Solved
Checked	Facilitated	Participated	Strategized
Clarified	Formulated	Patterned	Strengthened
Classified	Furnished	Persuaded	Structured
Compared	Handled	Prepared	Styled
Composed	Identified	Presented	Summarized
Concluded	Implemented	Processed	Surveyed
Constructed	Improved	Programmed	Tracked
Contacted	Indentified	Promoted	Trained
Convinced	Informed	Publicized	Troubleshoot

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