

POWER WORDS

Describing your Skills and Accomplishments

1. Describe your skills using action verbs
2. Use power words to highlight job related strengths/skills
3. Don't be repetitive, find a variety of words to help describe similar skills

Communication and People Skills:

ascertained	advertised	augmented
addressed	articulated	arbitrated
arranged	attracted	authored
answered	attained	balanced
began	boosted	bargained
composed	clarified	captured
consulted	collaborated	communicated
convinced	condensed	conferred
challenged	contacted	conveyed
corrected	corresponded	delivered
defined	described	debated
directed	discussed	developed
drafted	delivered	determined
edited	elicited	enlisted
explained	expressed	effected
emphasized	encouraged	enhanced
furnished	formulated	focused
guided	helped	influenced
informed	incorporated	interpreted
illuminated	interacted	invented
interviewed	involved	joined
judged	justified	kept
led	lectured	listened
managed	mediated	moderated
netted	negotiated	nurtured
noticed	observed	outlined
pioneered	persuaded	presented
participated	proposed	publicized
promoted	qualified	restored
reconciled	recruited	referred
reinforced	reported	resolved
responded	solicited	specified
spoke	suggested	summarized
synthesized	translated	wrote

Helping Skills:

assisted adapted answered coached cooperated diagnosed eased ensured fulfilled familiarized improved motivated offered referred resolved supported	advocated arranged bolstered cared for collaborated counselled educated expedited furthered guided insured monitored prevented rehabilitated simplified supplied	aided assessed bridged clarified contributed demonstrate encouraged facilitated intervened helped lightened nurtured provided represented secured volunteered
---	---	--

Leadership and Management Skills:

administered approved authorized consolidated converted closed delegated decided drove executed eliminated generated hired incorporated inspected implemented led managed organized oversaw prioritized recognized secured	analyzed assigned built chaired contracted collaborated developed directed emphasized established handled hosted increased instituted merged negotiated originated planned produced replaced reviewed selected streamlined	appointed attained considered controlled coordinated demonstrated enforced delivered enhanced facilitated headed impacted improved initiated motivated overhauled presided recommended restored revitalized revamped scheduled utilized
--	--	---

Academic and Research Skills:

<p>applied clarified counselled developed diagnosed experimented educated invented interviewed located organized searched systematized tested updated</p>	<p>analyzed compared collected detected evaluated explored formulated interpreted investigated mentored reviewed surveyed taught tutored wrote</p>	<p>authored conducted critiqued determine examined extracted gathered inspected identified measured researched solved translated transcribed</p>
---	--	--

Teaching Skills:

<p>adapted coached coordinated enabled explained guided instilled praised stimulated trained transmitted</p>	<p>advised communicated critiqued encouraged facilitated individualized instructed persuaded set goals served taught</p>	<p>clarified conducted developed evaluated focused informed motivated simulated supervised tested tutored</p>
--	--	---

Technical Skills:

<p>adapted coached coordinated enabled explained guided instilled praised stimulated trained transmitted</p>	<p>advised communicated critiqued encouraged facilitated individualized instructed persuaded set goals served taught</p>	<p>clarified conducted developed evaluated focused informed motivated simulated supervised tested tutored</p>
--	--	---

Accounting, Data and Financial Skills:

assembled analyzed audited calculated corrected estimated determined generated measured prepared reconciled retrieved reported	administered adjusted appraised balanced compiled computed established increased marketed presented prospected programmed reduced reviewed	allocated assessed budgeted conserved developed managed forecasted justified planned processed projected researched retained verified
--	---	--

Creative Skills:

arranged began combined condensed designed displayed established founded instituted invented originated revised wrote	adapted composed created developed drew fashioned illustrated integrated modeled performed planned shaped	acted conceptualized customized directed entertained formulated initiated introduced modified photographed revitalized solved
---	--	--

Research Skills:

analyzed compared detected evaluated explored gathered interpreted investigated organized searched surveyed	clarified compiled conducted determined examined extracted identified interviewed located researched solved systematized	collected critiqued diagnosed experimented formulated inspected invented measured reviewed summarized tested
---	---	--

Detail and Organizational Skills:

administered approved categorized coded corrected distributed generated implemented maintained organized provided registered reviewed screened supplied systematized updated	arranged charted collected corresponded consolidated executed incorporated logged obtained operated prepared recorded reserved set up standardized tracked validated	analyzed catalogued conceived classified compiled filed inspected monitored ordered processed purchased responded routed scheduled submitted traced verified
--	--	--

Accomplishment Verbs for all Skill Sets:

accomplished completed pioneered restored surpassed won	awarded with expanded exceeded recognized for spearheaded	achieved improved resolved succeeded transformed
--	---	--