

MONTEREY INSTITUTE

MONTEREY INSTITUTE OF INTERNATIONAL STUDIES

An affiliate of **Middlebury College**

Graduate School of International Policy Studies <http://policy.miis.edu>

POWER WORDS FOR RESUMES

accelerated accomplished achieved addressed administered advised
allocated answered appeared applied appointed appraised approved arranged
assessed assigned assisted assumed assured audited awarded

bought briefed broadened brought budgeted built

cataloged caused changed chaired clarified classified closed collected combined
commented communicated compared compiled completed computed conceived
concluded conducted conceptualized considered consolidated constructed consulted
continued contracted controlled converted coordinated corrected counseled counted
created critiqued cut

dealt decided defined delegated delivered demonstrated described designed
determined developed devised diagnosed directed discussed distributed documented
doubled

earned edited effected eliminated endorsed enlarged enlisted ensured entered
established estimated evaluated examined executed expanded expedited
experienced experimented explained explored expressed extended

filed filled financed focused forecast formulated found founded

gathered generated graded granted guided

halved handled helped

identified implemented improved incorporated increased indexed initiated influenced
innovated inspected installed instituted instructed insured interpreted interviewed
introduced invented invested investigated involved issued

joined

kept

launched learned leased lectured led licensed listed logged

made maintained managed matched measured mediated met modified monitored
motivated moved

named navigated negotiated

observed opened operated ordered organized oversaw

participated perceived performed persuaded planned prepared presented processed
procured programmed prohibited projected promoted proposed provided published
purchased
qualified questioned

raised ranked rated realized received recommended reconciled recorded recruited
redesigned reduced regulated rehabilitated related reorganized repaired replaced
replied reported represented researched resolved responded restored revamped
reviewed revise

saved scheduled selected served serviced set set up shaped shared showed
simplified sold solved sorted sought sparked specified spoke staffed started
streamlined strengthened stressed stretched structured studied submitted
substituted succeeded suggested summarized superseded supervised surveyed
systematized

tackled targeted taught terminated tested took toured traced tracked traded trained
transferred
transcribed transformed translated transported traveled treated trimmed tripled
turned tutored

umpired uncovered understood understudied unified unraveled updated upgraded
used utilized

verbalized verified visited

waged weighed widened won worked wrote

OTHER POWER WORDS

ability capable capability capacity competence competent complete completely
consistent contributions demonstrated developing educated efficient effective
effectiveness enlarging equipped excellent exceptional expanding experienced global
increasing knowledgeable major mature maturity nationwide outstanding
performance positive potential productive proficient profitable proven qualified record
repeatedly resourceful responsible results significant significantly sound specialist
substantial substantially
successful stable thorough thoroughly versatile vigorous well educated well rounded
worldwide

Excerpt from "How to Write an Exceptional Resume", The Rockport Institute.