

POWERFUL ACTION VERBS

for your resume



You Were a Research Machine:	You Wrote or Communicated:	You Oversaw or Regulated:	You Achieved Something:
Analyzed	Authored	Authorized	Attained
Assembled	Briefed	Blocked	Awarded
Assessed	Campaigned	Delegated	Completed
Audited	Co-authored	Dispatched	Demonstrated
Calculated	Composed	Enforced	Earned
Discovered	Conveyed	Ensured	Exceeded
Evaluated	Convinced	Inspected	Outperformed
Examined	Corresponded	Itemized	Reached
Explored	Counseled	Monitored	Showcased
Forecasted	Critiqued	Screened	Succeeded
Identified	Defined	Scrutinized	Surpassed
Interpreted	Documented	Verified	Targeted
Investigated	Edited		
Mapped	Illustrated		
Measured	Lobbied		
Qualified	Persuaded		
Quantified	Promoted		
Surveyed	Publicized		
Tested	Reviewed		
Tracked			