



You know not to start your power bullets with “Responsible for” or “Duties included,” but do you find yourself repeatedly using the same verbs? Avoid this common mistake by getting using compelling verbs to catch the hiring managers’ eyes. Use these lists to start brainstorming the start of your bullets.

**ACHIEVEMENT**

acquired	completed	finalized	outpaced	resolved
actualized	concluded	gained	outperformed	succeeded
attained	earned	improved	perfected	surpassed
awarded	exceeded	negotiated	produced	transformed
carried out	executed	obtained	reached	yielded

**ADMINISTRATION + ORGANIZATION**

adjusted	coordinated	headed	oriented	restructured
administered	compiled	implemented	organized	revamped
adjusted	delegated	incorporated	overhauled	reviewed
aligned	delivered	initiated	oversaw	routed
allocated	designed	instituted	planned	secured
appointed	developed	issued	prescribed	selected
apportioned	dispatched	launched	presided	simplified
arranged	dispensed	lifted	prioritized	standardized
budgeted	distributed	managed	provided	streamlined
catalogued	eliminated	mapped	recruited	supervised
centralized	engineered	merged	rectified	supplied
charted	established	modified	referred	sustained
classified	executed	motivated	refined	tabulated
codified	founded	obtained	regulated	tailored
combined	formed	offered	reorganized	terminated
consolidated	formulated	operated	replaced	
converted	governed	orchestrated	represented	

## ANALYTICAL

analyzed	deciphered	explored	prioritized	scrutinized
ascertained	defined	forecasted	programmed	studied
assessed	deliberated	formulated	projected	substantiated
calculated	detected	identified	qualified	surveyed
compared	devised	inspected	quantified	synthesized
compiled	diagnosed	integrated	questioned	systemized
computed	discovered	interpreted	rated	targeted
conceptualized	estimated	investigated	recommended	tested
considered	evaluated	justified	researched	tracked
critiqued	examined	measured	resolved	validated
				verified

## COMMUNICATION

addressed	communicated	drafted	lobbied	publicized
advised	composed	edited	marketed	published
advocated	consulted	explained	mediated	queried
apprised	conveyed	fielded	moderated	reached
arbitrated	convinced	guided	negotiated	recommended
authored	corresponded	illustrated	notified	reported
briefed	counseled	informed	partnered	showcased
campaigned	cultivated	instructed	persuaded	summarized
clarified	demonstrated	interpreted	presented	trained
co-authored	documented	interviewed	promoted	translated

## FINANCIAL / RECORDS MANAGEMENT

amplified	conserved	generated	minimized	resolved
audited	decreased	inspected	monitored	scheduled
allocated	deducted	invested	processed	scrutinized
balanced	documented	inventoried	procured	tallied
catalogued	expedited	itemized	purchased	verified
charted	forecasted	lessened	reconciled	
classified	furthered	logged	reduced	
condensed	gained	maximized	recorded	

## INITIATIVE + LEADERSHIP

accelerated	coached	ensured	judged	revitalized
accomplished	controlled	established	launched	screened
achieved	created	expanded	mentored	shaped
acquired	customized	expedited	mobilized	spearheaded
administered	delegated	facilitated	moderated	stimulated
advanced	demonstrated	forged	modernized	strengthened
allocated	designated	fostered	motivated	supervised
appointed	directed	founded	navigated	taught
approved	educated	guided	officiated	trained
assembled	elicited	hired	overhauled	unified
authorized	empowered	implemented	pioneered	united
blocked	enabled	increased	recruited	updated
bolstered	encouraged	influenced	redesigned	upgraded
boosted	endorsed	initiated	refocused	
built	enforced	innovated	rehabilitated	
capitalized	enhanced	inspired	remodeled	
chaired	enriched	introduced	revamped	

Schedule an appointment with a Career Coach for a resume review, after working on your resume in [VMock](#) and achieving a score of 70% or higher.