



POWER WORDS

For Your Resume and Cover Letter

- **Personal Characteristics List**
- **Action Words Grouped into Functional Skill Sets**
 - ▶ **Communication Skills**
 - ▶ **Creative Skills**
 - ▶ **Data/Financial Skills**
 - ▶ **Helping Skills**
 - ▶ **Management/Leadership Skills**
 - ▶ **Organizational/Clerical Skills**
 - ▶ **Research Skills**
 - ▶ **Teaching Skills**
 - ▶ **Technical/Manual Skills**

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Power Words for Your Resume and Cover Letter

By using action words in your resume, you create a sense of enthusiasm and a “can do” attitude. Use the following as “sentence starters” when describing the work that you have done. Select the word(s) that exactly define the thought(s) you wish to express, and use it to start your sentence or bulleted item. This list is only a sample of the many action words that you can use. Make sure you review all the lists, as some words can apply to more than one skill set.

Personal Characteristics List

- | | | |
|---|--|---|
| <input type="checkbox"/> Accurate | <input type="checkbox"/> Humanistic | <input type="checkbox"/> Tactful |
| <input type="checkbox"/> Achievement oriented | <input type="checkbox"/> Impulsive | <input type="checkbox"/> Tenacious |
| <input type="checkbox"/> Appreciative | <input type="checkbox"/> Independent | <input type="checkbox"/> Thorough |
| <input type="checkbox"/> Adaptable | <input type="checkbox"/> Innovative | <input type="checkbox"/> Unique |
| <input type="checkbox"/> Adept | <input type="checkbox"/> Knowledgeable | <input type="checkbox"/> Unusual |
| <input type="checkbox"/> Adventurousome | <input type="checkbox"/> Loyal | <input type="checkbox"/> Versatile |
| <input type="checkbox"/> Alert | <input type="checkbox"/> Methodical | <input type="checkbox"/> Well-organized |
| <input type="checkbox"/> Assertive | <input type="checkbox"/> Objective | |
| <input type="checkbox"/> Astute | <input type="checkbox"/> Open-minded | |
| <input type="checkbox"/> Authoritative | <input type="checkbox"/> Outgoing | |
| <input type="checkbox"/> Calm | <input type="checkbox"/> Outstanding | |
| <input type="checkbox"/> Cautious | <input type="checkbox"/> Patient | |
| <input type="checkbox"/> Charismatic | <input type="checkbox"/> Persevering | |
| <input type="checkbox"/> Competent | <input type="checkbox"/> Persistent | |
| <input type="checkbox"/> Cooperative | <input type="checkbox"/> Pleasant | |
| <input type="checkbox"/> Courageous | <input type="checkbox"/> Pioneering | |
| <input type="checkbox"/> Creative | <input type="checkbox"/> Practical | |
| <input type="checkbox"/> Decisive | <input type="checkbox"/> Professional | |
| <input type="checkbox"/> Dedicated | <input type="checkbox"/> Punctual | |
| <input type="checkbox"/> Deliberate | <input type="checkbox"/> Quick | |
| <input type="checkbox"/> Dependable | <input type="checkbox"/> Rational | |
| <input type="checkbox"/> Diligent | <input type="checkbox"/> Realistic | |
| <input type="checkbox"/> Discreet | <input type="checkbox"/> Reliable | |
| <input type="checkbox"/> Driven | <input type="checkbox"/> Resourceful | |
| <input type="checkbox"/> Dynamic | <input type="checkbox"/> Responsible | |
| <input type="checkbox"/> Effective | <input type="checkbox"/> Responsive | |
| <input type="checkbox"/> Energetic | <input type="checkbox"/> Safeguarding | |
| <input type="checkbox"/> Enthusiastic | <input type="checkbox"/> Self-motivating | |
| <input type="checkbox"/> Exceptional | <input type="checkbox"/> Self-reliant | |
| <input type="checkbox"/> Exhaustive | <input type="checkbox"/> Sensitive | |
| <input type="checkbox"/> Experienced | <input type="checkbox"/> Sharp | |
| <input type="checkbox"/> Expert | <input type="checkbox"/> Sophisticated | |
| <input type="checkbox"/> Fair | <input type="checkbox"/> Strong | |
| <input type="checkbox"/> Firm | <input type="checkbox"/> Successful | |
| <input type="checkbox"/> Flexible | <input type="checkbox"/> Supportive | |

Action Words Grouped into Functional Skill Sets

Communication Skills

- Addressed
- Arbitrated
- Arranged
- Articulated
- Authored
- Clarified
- Collaborated
- Communicated
- Composed
- Consulted
- Contacted
- Corresponded
- Debated
- Delivered
- Developed
- Directed
- Discussed
- Drafted
- Edited
- Explained
- Influenced
- Interacted
- Interpreted
- Interviewed
- Lectured
- Listened
- Mediated
- Moderated
- Motivated
- Negotiated
- Observed
- Persuaded
- Promoted
- Proofed
- Publicized
- Reconciled
- Recruited
- Reported
- Resolved
- Spoke
- Suggested
- Synthesized
- Translated
- Wrote
- Verbalized

Creative Skills

- Acted
- Adapted
- Began
- Combined
- Composed
- Conceptualized
- Conducted
- Created
- Customized
- Designed
- Developed
- Directed
- Displayed
- Drafted
- Entertained
- Established
- Fashioned
- Formulated
- Founded
- Illustrated
- Improvised
- Initiated
- Innovated
- Instituted
- Integrated
- Introduced
- Invented
- Modeled
- Modified
- Originated
- Performed
- Photographed
- Planned
- Published
- Revised
- Revitalized
- Shaped
- Solved

Data/Financial Skills

- Administered
- Accounted
- Adjusted
- Allocated
- Analyzed
- Appraised
- Assessed
- Audited
- Balanced
- Budgeted
- Calculated
- Charted
- Compiled
- Computed
- Conserved
- Corrected
- Determined
- Developed
- Estimated
- Financed
- Forecasted
- Managed
- Marketed
- Measured
- Netted
- Planned
- Prepared
- Programmed
- Projected
- Qualified
- Reconciled
- Reduced
- Researched
- Retrieved

Helping Skills

- Adapted
- Advocated
- Aided
- Answered
- Arranged
- Assessed
- Assisted
- Cared
- Clarified
- Coached
- Collaborated
- Contributed
- Cooperated
- Counsellor
- Demonstrated
- Diagnosed
- Educated
- Encouraged
- Ensured
- Expedited
- Facilitated
- Familiarized
- Furthered
- Guided
- Helped
- Insured
- Intervened
- Listened
- Motivated
- Prevented
- Provided
- Referred
- Rehabilitated
- Represented
- Resolved
- Saved
- Served
- Simplified
- Supplied
- Supported
- Tended
- Volunteered

Management/Leadership Skills

- Administered
- Analyzed
- Appointed
- Approved
- Assigned
- Attained
- Authorized
- Chaired
- Considered
- Consolidated
- Contracted
- Controlled
- Converted
- Coordinated
- Decided
- Delegated
- Designated
- Developed
- Directed
- Eliminated
- Emphasized
- Enforced
- Enhanced
- Established
- Executed
- Founded
- Generated
- Handled
- Headed
- Hired
- Hosted
- Implemented
- Improved
- Incorporated
- Increased
- Initiated
- Inspected
- Instituted
- Led
- Managed
- Merged
- Motivated
- Navigated
- Organized
- Originated
- Oriented
- Overhauled
- Oversaw
- Planned
- Predicted
- Presided
- Prioritized
- Produced
- Recommended
- Reorganized
- Replaced
- Responsible
- Restored
- Reviewed
- Scheduled
- Secured
- Selected
- Streamlined
- Strengthened
- Supervised
- Terminated
- Verified

Organizational/Clerical Skills

- Accomplished
- Approved
- Arranged
- Catalogued
- Categorized
- Charted
- Classified
- Coded
- Collected
- Compiled
- Completed
- Corrected
- Corresponded
- Distributed
- Executed
- Filed
- Generated
- Incorporated
- Inspected
- Inventoried
- Logged
- Maintained
- Monitored
- Obtained
- Operated
- Ordered
- Organized
- Oriented
- Planned
- Prepared
- Processed
- Provided
- Purchased
- Recorded
- Registered
- Reserved
- Responded
- Reviewed
- Routed
- Scheduled
- Screened
- Submitted
- Supplied
- Standardized
- Started
- Systemized
- Updated
- Validated
- Verified

Research Skills

- Analyzed
- Clarified
- Collected
- Compared
- Conducted
- Critiqued
- Detected
- Determined
- Diagnosed
- Evaluated
- Examined
- Experimented
- Explored
- Extracted
- Formulated
- Gathered
- Inspected
- Interpreted
- Interviewed
- Invented
- Investigated
- Located
- Measured
- Organized
- Predicted
- Read
- Researched
- Reviewed
- Searched
- Solved
- Summarized
- Surveyed
- Systematized
- Tested

Teaching Skills

- Adapted
- Advised
- Assigned
- Clarified
- Coached
- Communicated
- Conducted
- Coordinated
- Counselling
- Critiqued
- Demonstrated
- Developed
- Enabled
- Encouraged
- Evaluated
- Explained
- Facilitated
- Focused
- Graded
- Guided
- Improvised
- Individualized
- Informed
- Instilled
- Instructed
- Lectured
- Mentored
- Motivated
- Persuaded
- Simulated
- Stimulated
- Taught
- Tested
- Trained
- Transmitted
- Tutored

Technical/Manual Skills

- Adapted
- Applied
- Assembled
- Built
- Calculated
- Charted
- Computed
- Conserved
- Constructed
- Converted
- Debugged
- Delivered
- Designed
- Determined
- Developed
- Drove
- Dug
- Engineered
- Equipped
- Estimated
- Fabricated
- Fortified
- Hammered
- Installed
- Maintained
- Manufactured
- Operated
- Optimized
- Overhauled
- Picked
- Planted
- Plowed
- Poured
- Printed
- Programmed
- Rectified
- Regulated
- Remodeled
- Repaired
- Replaced
- Restored
- Solved
- Specialized
- Standardized
- Studied
- Upgraded
- Utilized