

POWER VERBS



WRITING BULLET POINTS

When writing about your experiences start with a Power Verb and go beyond just your "duties" at a job. Think of the acronym W.H.O. (what, how, outcome) to develop your content for each bullet point.

BULLET POINT FORMULA

SKILL - Power Verb
+
WHAT - What you did (job duty)
+
HOW - Results (how)
OUTCOME - Outcome (why)

EXAMPLE

Mediocre:

Created individual care plans

Better:

Created individual care plans for residents to ensure well-being

Best:

Facilitated the social and psychological well-being of residents and their families through the development of individualized resident care plans

TIP

Try to quantify your experience by adding numbers such as a dollar amount, number of times you did the activity or how much of the activity you accomplished. This shows productivity and productivity is a transferable skill!



ORGANIZING

Example: Coordinated weekly office schedules for 6 employees

Acquired	Coordinated	Programmed	Authorized	Instituted
Committed	Ordered	Assembled	Housed	Simplified
Logged	Altered	Designed	Scheduled	Classified
Activated	Customized	Recruited	Catalogued	Issued
Confirmed	Organized	Assessed	Implemented	Sought
Mapped Out	Appointed	Established	Secured	Collected
Adjusted	Delegated	Retrieved	Centralized	Linked
Contracted	Procured	Assigned	Incorporated	Straightened
Obtained	Arranged	Facilitated	Selected	Suggested
Allocated	Designated	Routed	Charted	Tracked

SUPERVISING

Example: Developed and supervised the implementation of new office procedure that reduced redundancy by 35%

Adjusted	Regulated	Maintained	Correlated	Tightened
Graded	Assessed	Screened	Monitored	Established
Prohibited	Judged	Controlled	Supervised	Oversaw
Analyzed	Reviewed	Measured	Developed	Traced
Inspected	Certified	Set	Officialted	Examined
Refined	Licensed	Corrected	Supplied	Policed
Apportioned	Revised	Modified	Discovered	Updated
Indexed	Compared	Scrutinized	Overhauled	Explored

EXECUTING

Example: Handled 30+ customer service calls per shift regarding changes in coverage, renewals, and billing

Acted	Carried Out	Completed	Displayed	Entered
Exercised	Handled	Installed	Merchandised	Processed
Produced	Prospected	Performed	Sold	Transacted
Administered	Collected	Conducted	Distributed	
Forwarded	Input	Labored	Operated	
Proofed	Proved	Shipped	Stocked	

PROBLEM SOLVING

Example: Streamlined an ordering procedure for computer technology, decreasing the wait time from 1 week to 3 days

Alleviated	Diagnosed	Revitalized	Crafted	Recommended
Detected	Resolved	Conceived	Gathered	Synthesized
Remodeled	Brainstormed	Formulated	Solved	Decided
Analyzed	Engineered	Revived	Created	Remedied
Determined	Revamped	Conceptualized	Investigated	Theorized
Repaired	Collaborated	Found	Streamlined	Deciphered
Applied	Foresaw	Satisfied	Debugged	

PLANNING

Example: Developed and implemented a customer service training program that resulted in an increase of 25% efficiency

Administered	Identified	Strategized	Developed	Prioritized
Forecasted	Revised	Determined	Prepared	Evaluated
Reserved	Commissioned	Planned	Tailored	Researched
Anticipated	Observed	Studied	Devised	



LEADING

Example: Trained 60+ employees in computer technology procedures over a 3-year period

Accelerated	Caused	Changed	Directed	Elected	Hired
Encouraged	Envisioned	Founded	Influenced	Inspired	Led
Mentored	Originated	Promoted	Recognized For	Spearheaded	Strengthened
Assumed	Chaired	Conducted	Disproved	Employed	Empowered
Enlisted	Fostered	Guided	Initiated	Involved	Managed
Motivated	Pioneered	Raised	Set Goals	Stimulated	Supervised

GETTING RESULTS

Example: Increased employee participation by 30% over a 9-month period

Accomplished	Minimized	Built	Guaranteed	Received	Enlarged
Ensured	Attained	Fulfilled	Produced	Diminished	Integrated
Improved	Extended	Orchestrated	Contributed	Increased	Restored
Achieved	Modernized	Combined	Hastened	Reduced	Enjoyed
Eclipsed	Launched	Augmented	Generated	Qualified	Earned
Added	Excelled	Overcame	Delivered	Innovated	Introduced
Expanded	Obtained	Completed	Heightened	Rejuvenated	Realized
Lightened	Boosted	Grew	Opened	Eliminated	Enlisted
Advanced	Finalized	Prevailed	Demonstrated	Integrated	Invented
Expedited	Joined	Consolidated	Gained	Renovated	Targeted

QUANTITATIVE

Example: Converted files from COBAL to JAVA in order to increase compatibility with current operating procedures

Accounted for	Dispersed	Purchased	Checked	Increased	Totaled
Counted	Profited	Budgeted	Financed	Reduced	Converted
Multiplied	Audited	Estimated	Reconciled	Computed	
Appraised	Earned	Quantified	Compiled	Inventoried	
Dispensed	Projected	Calculated	Grossed	Tabulated	
Netted	Balanced	Figured	Recorded	Conserved	
Approximated	Enumerated	Rated	Compounded	Maximized	

HELPING

Example: Provided academic support for 40+ at-risk middle-school students through a specialized program

Aided	Advised	Assisted	Bolstered	Continued	Counseled
Elevated	Endorsed	Enriched	Helped	Mobilized	Polished
Provided	Relieved	Returned	Served	Tutored	Dealt
Accommodated	Alleviated	Assured	Coached	Cooperated	Prescribed
Enabled	Enhanced	Familiarized	Interceded	Modeled	Eased
Rehabilitated	Rescued	Saved	Sustained	Validated	

COMMUNICATING

Example: Presented to a group of 30+ first-year students on a monthly basis concerning student conduct policies

Acted	Amended	Briefed	Composed	Corresponded	Demonstrated
Elicited	Greeted	Inferred	Justified	Negotiated	Queried
Related	Sanctioned	Spoke	Suggested	Synthesized	Transmitted
Adapted	Arbitrated	Clarified	Consented	Critiqued	Drafted
Explained	Highlighted	Informed	Lectured	Perceived	Questioned
Rendered	Settled	Sold	Summarized	Systematized	Verified
Admitted	Argued	Cleared Up	Concluded	Dedicated	Dramatized
Extracted	Illustrated	Instructed	Marketed	Persuaded	Referred
Reported	Shaped	Solicited	Supplemented	Tested	Welcomed
Addressed	Ascertained	Closed	Convinced	Defined	Edited
Fabricated	Improvised	Interpreted	Mediated	Presented	Reinforced
Represented	Smoothed	Submitted	Supported	Taught	Wrote
Allowed	Attested	Communicated	Consulted	Deliberated	Educated
Fashioned	Indicated	Interviewed	Moderated	Publicized	
Revealed	Specified	Substantiated	Surveyed	Translated	