

Power Words:

achieved	collaborated	discovered	hired	mobilized	programmed	solved
acted	composed	drafted	improved	monitored	promoted	staffed
activated	condensed	edited	initiated	motivated	publicized	started
acquired	conducted	eliminated	informed	negotiated	published	strengthened
adapted	constructed	enabled	inspected	obtained	recommended	surveyed
addressed	contracted	energized	instituted	opened	recruited	supervised
administered	converted	enforced	interpreted	operated	reorganized	taught
analyzed	coordinated	envisioned	interviewed	organized	repaired	tested
anticipated	counseled	established	introduced	originated	reported	trained
assembled	created	evaluated	invented	oversaw	researched	upgraded
assigned	cultivated	expanded	investigated	performed	resolved	utilized
assisted	customized	explained	jumpstarted	persuaded	restored	wrote
audited	demonstrated	forecasted	launched	pioneered	reviewed	
budgeted	designed	formed	maintained	planned	revitalized	
calculated	developed	founded	managed	prevented	scheduled	
centralized	devised	generated	marketed	prioritized	selected	
changed	directed	guided	minimized	produced	simplified	

A

accomplished	advertised	arranged
achieved	advised	assembled
acquired	analyzed	assisted
adapted	appraised	audited
adjusted	approved	augmented
administered	arbitrated	authored

B

budgeted	built
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C

calculated	conceived	coordinated
catalogued	conceptualized	copyrighted
charted	conducted	corrected

closed (a deal)	consolidated	corresponded
coached	constructed	counseled
compared	consulted	created
compiled	contacted	cultivated
completed	controlled	
composed	convinced	

D

debugged	detected	discovered
decreased	determined	dispatched
delegated	developed	distributed
delivered	devised	documented
designated	diagnosed	
designed	directed	

E

edited	enhanced	examined
elicited	enlarged	exceeded
eliminated	established	executed
empowered	estimated	expanded
engineered	evaluated	explained

F

fired	flagged	formulated
founded		

G

gathered	generated	guided
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H

headed	hired	
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I

identified	initiated	interpreted
ignited	innovated	interviewed
implemented	inspected	invented
improved	installed	inventoried
increased	instituted	
influenced	instructed	

J

justified

L

lectured	lobbied	logged
led		

M

maintained	mediated	motivated
managed	modified	
manufactured	monitored	

N

negotiated

O

obtained	ordered	overhauled
operated	organized	

P

patented
performed
persuaded
placed
planned
posted

prepared
presented
presided
processed
produced
proficient

programmed
promoted
proposed
provided
purchased

Q

quantified

qualified

R

recognized
recommended
reconciled
reduced
referred
regulated

reorganized
repaired
replaced
reported
represented
rescued

researched
restored
reviewed
revised

S

scheduled
screened
selected
served
simplified

sold
solved
steered
streamlined
studied

suggested
supervised
supplied
systematized

T

taught
tested
traced

tracked
trained

transcribed
translated

U

updated

utilized

Y

vended

W

won

wrote