

# POWER VERBS FOR YOUR 4-H RESUME

As you write the Skill Development and Personal Development sections of your resume, you should use “power verbs”. Power Verbs imply a strong message. Below are a list of power verbs that might apply to the life skills that you have developed through your 4-H experiences.

These power verbs are good to use when writing a resume because they are action verbs. You can use other action verbs, too. This list is just the beginning. Consult a thesaurus for more action verb ideas. As you write your bulleted statements, be sure to use a variety of verbs versus the same verb over and over.

Achieved	Executed	Processed
Adapted	Expanded	Proposed
Administered	Expedited	Provided
Advised	Facilitated	Put together
Analyzed	Formed	Realized
Arranged	Formulated	Received
Assembled	Generated	Recommended
Assessed	Guided	Recorded
Assisted	Handled	Recruited
Budgeted	Identified	Reduced
Built	Illustrated	Repaired
Calculated	Implemented	Replaced
Collected	Improved	Reported
Coached	Increased	Represented
Communicated	Initiated	Researched
Compiled	Innovated	Resolved
Completed	Installed	Restored
Composed	Instituted	Reviewed
Computed	Instructed	Revised
Concluded	Integrated	Revitalized
Condensed	Introduced	Secured
Conducted	Invented	Selected
Convinced	Launched	Served
Coordinated	Logged	Showed
Corrected	Maintained	Simplified
Created	Managed	Solved
Critiqued	Marketed	Started
Decided	Maximized	Stimulated
Delegated	Modified	Streamlined
Delivered	Motivated	Strengthened
Demonstrated	Navigated	Summarized
Designed	Negotiated	Supervised
Determined	Obtained	Supplied
Developed	Operated	Taught
Devised	Optimized	Tested
Diagnosed	Organized	Trained
Directed	Originated	Transferred
Discovered	Performed	Updated
Distributed	Planned	Upgraded
Enhanced	Prepared	Utilized
Established	Presented	Verified
Evaluated	Produced	Was responsible for
Examined	Promoted	Wrote