

# HARVARD ACTION VERBS FOR RESUMES

Harvard categorizes effective **action verbs** by the skills they demonstrate, making it easier to select the right words for different types of achievements.

LEADERSHIP		COMMUNICATION	
Administered	Supervised	Advertised	Interpreted
Chaired	Strengthened	Addressed	Interviewed
Coordinated	Unified	Authored	Judged
Delegated	Organized	Collaborated	Listened
Directed	Managed	Composed	Mediated
Encouraged	Developed	Conferred	Negotiated
Executed	Inspired	Contacted	Outlined
Facilitated	Executed	Conveyed	Persuaded
Guided	Enforced	Debated	Promoted
Headed	Coached	Discussed	Publicized
Implemented	Governed	Edited	Recruited
Influenced	Delegated	Enlisted	Reinforced
Led Mentored	Strategized	Expressed	Resolved
Motivated	Championed	Furnished	Solicited
Oversaw	Orchestrated	Informed	Summarized
Presided	Controlled	Influenced	Translated
PROBLEM-SOLVING		INNOVATIVE	
Analyzed	Implemented	Brainstormed	Reimagined
Assessed	Improved	Conceptualized	Conceived
Calculated	Formulated	Created	Customized
Diagnosed	Innovated	Developed	Launched
Evaluated	Adjusted	Designed	Crafted
Investigated	Optimized	Engineered	Experimented
Overhauled	Refined	Formulated	Visualized
Rectified	Planned	Implemented	Produced
Resolved	Organized	Initiated	Generated
Simplified	Managed	Invented	Reengineered
Solved	Reorganized	Modernized	Advanced
Streamlined	Strengthened	Pioneered	Discovered
Troubleshoot	Clarified	Revitalized	Devised
Examined	Executed	Transformed	Shaped
Identified	Directed	Innovated	Optimized
Corrected	Strategized	Enhanced	Revamped

FINANCE		RESEARCH	
Administered	Projected	Collected	Summarized
Adjusted	Quantified	Compared	Systematized
Allocated	Reconciled	Conducted	Tested
Analyzed	Reduced	Detected	Validated
Assessed	Retrieved	Diagnosed	Tracked
Balanced	Monitored	Examined	Observed
Budgeted	Forecasted	Experimented	Studied
Calculated	Audited	Explored	Assessed
Conserved	Controlled	Identified	Compiled
Determined	Evaluated	Inspected	Analyzed
Developed	Recorded	Gathered	Interpreted
Estimated	Reported	Interviewed	Quantified
Managed	Optimized	Investigated	Recorded
Marketed	Appraised	Measured	Categorized
Measured	Capitalized	Researched	Surveyed
Planned	Revalued	Reviewed	Evaluated
TECHNICAL		MANAGEMENT	
Applied	Restored	Achieved	Implemented
Assembled	Solved	Assigned	Improved
Built	Specialized	Approved	Increased
Calculated	Standardized	Attained	Inspected
Coded	Upgraded	Chaired	Merged
Computed	Optimized	Contracted	Navigated
Constructed	Implemented	Consolidated	Organized
Converted	Installed	Controlled	Oversaw
Debugged	Configured	Coordinated	Presided
Determined	Automated	Delegated	Produced
Devised	Streamlined	Drafted	Reorganized
Engineered	Enhanced	Directed	Restored
Fortified	Fabricated	Eliminated	Supervised
Maintained	Architected	Enhanced	Streamlined
Overhauled	Calibrated	Executed	Strengthened
Programmed	Deployed	Expanded	Scheduled
Regulated	Diagnosed	Handled	Hired
Repaired	Engineered		

# HARVARD POWER WORDS FOR RESUMES

Harvard-approved **power words** make your resume stand out by showcasing achievements, leadership, and skills with authority and impact.

RESULT		ANALYTICAL	
Accomplished	Produced	Assessed	Streamlined
Achieved	Propelled	Audited	Simplified
Advanced	Surpassed	Calculated	Optimized
Amplified	Transformed	Clarified	Corrected
Boosted	Upgraded	Diagnosed	Refined
Completed	Won	Evaluated	Troubleshoot
Delivered	Validated	Examined	Rectified
Exceeded	Attained	Identified	Formulated
Expanded	Realized	Investigated	Determined
Generated	Elevated	Measured	Planned
Improved	Strengthened	Researched	Calculated
Maximized	Enhanced	Resolved	Investigated
Optimized	Completed	Strategized	Enhanced
CREATIVITY		COMMUNICATION	
Brainstormed	Pioneered	Advocated	Mediated
Conceptualized	Reimagined	Addressed	Corresponded
Created	Revamped	Articulated	Influenced
Designed	Revitalized	Collaborated	Expressed
Developed	Shaped	Communicated	Engaged
Engineered	Transformed	Conveyed	Connected
Formulated	Visualized	Negotiated	Discussed
Implemented	Crafted	Persuaded	Conveyed
Innovated	Curated	Presented	Advised
Invented	Composed	Promoted	Explained
Launched	Customized	Reported	Clarified
Modernized	Enhanced	Represented	Encouraged
Originated	Refined	Resolved	Informed
Applied	Discovered	Simplified	Delivered
Elevated	Improved	Summarized	Publicized
Expanded	Advanced		