

## Office of Career & Leadership Development

### POWER Verbs

accelerated	broadened	delegated	extracted	judged	projected	scrutinized
accessed	budgeted	deliberated	fabricated	justified	promoted	secured
accommodated	built	demonstrated	facilitated	launched	provided	served
accomplished	calculated	designated	familiarized	lectured	publicized	set goals
achieved	catalogued	designed	fashioned	led	purchased	settled
acquired	centralized	determined	figured	licensed	queried	shaped
acted	certified	detected	finalized	lightened	questioned	smoothed
activated	chaired	devised	forecasted	linked	raised	sold
adapted	charted	diagnosed	formulated	maintained	rated	solicited
added	checked	directed	fostered	managed	realized	solved
addressed	clarified	disbursed	founded	marketed	recommended	sought
adjusted	classified	dispatched	fulfilled	measured	reconciled	spearheaded
administered	coached	displayed	gathered	mediated	recorded	specified
admitted	collaborated	doubled	generated	met with	recruited	spoke
advanced	collected	drafted	grew	minimized	rectified	stimulated
advised	commissioned	eased	guaranteed	mobilized	reduced	streamlined
aided	committed	eclipsed	guided	moderated	refined	strengthened
alleviated	communicated	edited	handled	modernized	referred	structured
allocated	compared	educated	headed	modified	reformed	studied
allowed	complied	elevated	helped	monitored	regarded	submitted
altered	completed	elicited	hired	motivated	regulated	substantiated
ameliorated	composed	eliminated	identified	multiplied	rehabilitated	suggested
amended	computed	employed	illustrated	negotiated	reinforced	summarized
analyzed	conceived	empowered	implemented	operated	rejuvenated	supervised
appointed	conceptualized	enabled	improved	opened	related	supplemented
apportioned	concluded	encouraged	improvised	orchestrated	relieved	surveyed
appraised	conducted	endorsed	increased	organized	remedied	sustained
apprised	confirmed	enforced	indexed	originated	remolded	synthesized
approved	consented	engineered	indicated	overhauled	reorganized	systematized
approximated	consolidated	enhanced	influenced	participated	repaired	tabulated
arbitrated	consulted	enlarged	informed	performed	reported	tailored
arranged	contracted	enlisted	initiated	persuaded	researched	traced
ascertained	contributed	enriched	innovated	pinpointed	reserved	trained
assembled	controlled	enumerated	inspected	pioneered	resolved	transacted
assessed	converted	envisioned	inspired	planned	restored	transcribed
assigned	convinced	established	instituted	polished	restructured	transformed
assisted	cooperated	estimated	instructed	prepared	retrieved	translated
attained	coordinated	evaluated	integrated	presented	revamped	transmitted
attested	correlated	examined	interacted	prevented	reviewed	trimmed
audited	corresponded	excelled	interceded	prioritized	revised	updated
augmented	counseled	executed	interpreted	processed	revitalized	upgraded
authored	created	exercised	interviewed	procured	revived	utilized
authorized	critiqued	expanded	introduced	programmed	sanctioned	validated
balanced	customized	expedited	invented	screened	satisfied	valued
bolstered	debugged	explained	investigated		scheduled	verified
booked	deciphered	explored	involved		screened	visualized
brainstormed	dedicated	extended	issued			wrote