

CTM RESUME POWER WORDS

COMMUNICATIVE

Addressed	Delivered	Formulated	Presented
Arbitrated	Described	Influenced	Promoted
Authored	Developed	Informed	Publicized
Briefed	Directed	Interpreted	Reconciled
Cited	Documented	Interviewed	Recruited
Communicated	Drafted	Lectured	Reported
Composed	Dramatized	Marketed	Spoke
Conferred	Edited	Mediated	Stressed
Confronted	Encouraged	Moderated	Summarized
Contacted	Enlisted	Narrated	Translated
Corresponded	Explained	Negotiated	Verbalized
Debated	Expressed	Persuaded	Wrote

CREATIVE

Acted	Directed	Instituted	Redesigned
Composed	Drafted	Integrated	Revitalized
Conceived	Established	Introduced	Shaped
Conceptualized	Fashioned	Invented	Sketched
Constructed	Found	Originated	Sparked
Created	Illustrated	Participated	Started
Derived	Imagined	Performed	Strategized
Designed	Improvised	Planned	Transformed
Developed	Innovated	Proposed	Visualized

FINANCIAL

Accounted for	Administered	Appraised	Budgeted
Added	Allocated	Audited	Calculated
Adjusted	Analyzed	Balanced	Computed

Pay Attention to Verb Tenses!

Use verbs in the **present tense** for jobs and/or internships for which you are **still involved**.
Past tense verbs are for jobs and/or internships that you have **left or completed**.

CTM RESUME POWER WORDS

Controlled	Estimated	Managed	Projected
Developed	Financed	Marketed	Purchased
Doubled	Forecasted	Monitored	Reconciled
Earned	Gained	Planned	Researched
Eliminated	Halved	Procured	Sold

HELPING

Advised	Counseled	Evaluated	Referred
Advocated	Demonstrated	Expedited	Rehabilitated
Alleviated	Diagnosed	Facilitated	Represented
Assessed	Educated	Familiarized	Served
Assisted	Effected	Fostered	Serviced
Championed	Empowered	Guided	Strengthened
Changed	Enabled	Listened	Supported
Clarified	Encouraged	Observed	
Coached	Ensured	Provided	

RESEARCH

Acquired	Diagnosed	Inquired	Processed
Analyzed	Distinguished	Inspected	Researched
Broadened	Diversified	Interpreted	Retrieved
Calculated	Estimated	Interviewed	
Clarified	Evaluated	Investigated	Reviewed
Collected	Examined	Located	Summarized
Compared	Extracted	Measured	Surveyed
Conducted	Formulated	Modified	Systemized
Critiqued	Hypothesized	Organized	Theorized
Designed	Identified	Pinpointed	Uncovered
Determined	Inferred	Predicted	Verified

Pay Attention to Verb Tenses!

Use verbs in the **present tense** for jobs and/or internships for which you are **still involved**.
Past tense verbs are for jobs and/or internships that you have **left or completed**.

CTM RESUME POWER WORDS

RESULTS

Abolished	Changed	Halted	Reduced
Abbreviated	Completed	Halved	Resolved
Accelerated	Contributed	Improved	Reversed
Accomplished	Decreased	Increased	Selected
Achieved	Doubled	Initiated	Solidified
Added	Eliminated	Introduced	Strengthened
Advanced	Enlarged	Launched	Succeeded
Attained	Established	Pioneered	Trimmed
Awarded	Expanded	Raised	Widened
Bolstered	Exceeded	Realized	Won
Broadened	Gained	Recognized	

TEACHING

Accepted	Clarifies	Disciplined	Generated
Adapted	Coached	Displayed	Guided
Advised	Commanded	Doubted	Hypothesized
Analyzed	Communicated	Effected	Implemented
Applied	Complimented	Elaborated	Incorporated
Appraised	Confronted	Elicited	Indicated
Aroused	Considered	Emphasized	Indoctrinated
Asked	Cooperated	Enabled	Inferred
Assessed	Coordinated	Encouraged	Informed
Assigned	Corrected	Evaluated	Initiated
Attended	Defined	Excited	Inquired
Calmed	Demonstrated	Explained	Instructed
Categorized	Designated	Explored	Integrated
Challenged	Developed	Facilitated	Interested
Chose	Directed	Focused	Investigated

Pay Attention to Verb Tenses!

Use verbs in the **present tense** for jobs and/or internships for which you are **still involved**.
Past tense verbs are for jobs and/or internships that you have **left or completed**.

CTM RESUME POWER WORDS

Judged	Organized	Rewarded	Synthesized
Led	Persuaded	Set	Systemized
Linked	Pondered	Simplified	Taught
Listened	Postulated	Simulated	Thanked
Mentored	Praised	Solicited	Theorized
Modeled	Provoked	Speculated	Told
Modified	Questioned	Stated	Trained
Motivated	Reinforced	Stimulated	Tutored
Observed	Rephrased	Structured	

TECHNICAL

Analyzed	Designed	Installed	Serviced
Assembled	Devised	Maintained	Standardized
Audited	Documented	Measured	Streamlined
Automated	Edited	Operated	Stretched
Built	Enabled	Overhauled	Tested
Calculated	Engineered	Programmed	Trained
Coded	Enhanced	Remodeled	Upgraded
Computed	Fabricated	Repaired	
Constructed	Identified	Researched	
Converted	Implemented	Restored	

ORGANIZATIONAL

Administered	Collated	Dispatched	Expedited
Approved	Collected	Distributed	Generated
Arranged	Compiled	Edited	Implemented
Catalogued	Consolidated	Eliminated	Inspected
Changed	Decided	Enlisted	Monitored
Classified	Delivered	Executed	Operated

Pay Attention to Verb Tenses!

Use verbs in the **present tense** for jobs and/or internships for which you are **still involved**.
Past tense verbs are for jobs and/or internships that you have **left or completed**.

CTM RESUME POWER WORDS

Organized	Rearranged	Scheduled	Tabulated
Pinpoint	Reorganized	Screened	Transferred
Prepared	Restructured	Specified	Trimmed
Processed	Revamped	Staffed	Updated
Purchased	Revised	Streamlined	Validated
Recorded	Retrieved	Systematized	

MANAGEMENT

Administered	Consolidated	Formulated	Recruited
Administrated	Consulted	Handled	Regulated
Advanced	Contracted	Inspired	Reviewed
Analyzed	Delegated	Led	Scheduled
Appointed	Designated	Managed	Spearheaded
Approved	Determined	Orchestrated	Staffed
Assigned	Developed	Organized	Supervised
Assumed	Directed	Oversaw	Unified
Attained	Dispensed	Planned	Utilized
Changed	Evaluated	Prioritized	Valued
Chaired	Executed	Produced	
Conferred	Exhibited	Proposed	
Confronted	Forged	Recommended	

Pay Attention to Verb Tenses!

Use verbs in the **present tense** for jobs and/or internships for which you are **still involved**.
Past tense verbs are for jobs and/or internships that you have **left or completed**.