



OFFICE OF CAREER SERVICES AND LEADERSHIP MANAGEMENT

**Power Verbs**

**Administrative**

- Budgeted
- Collected
- Coordinated
- Compiled
- Documented
- Managed
- Organized
- Oversaw
- Planned
- Prepared
- Reviewed
- Strategized
- Supervised
- Trained

**Advocacy**

- Advocated
- Arranged
- Campaigned
- Collaborated
- Developed
- Implemented
- Motivated
- Organized
- Participated

**Assessment**

- Assessed
- Collaborated
- Conducted
- Defined
- Diagnosed
- Established
- Evaluated
- Gathered
- Identified
- Interviewed

**Counseling**

- Addressed

- Advised
- Counseled
- Educated
- Facilitated
- Guided
- Intervened
- Mediated
- Referred
- Served
- Supported

**Communication**

- Addressed
- Clarified
- Communicated
- Corresponded
- Drafted
- Edited
- Explained
- Informed
- Interpreted
- Persuaded
- Presented
- Promoted
- Publicized
- Reported
- Summarized
- Translated

**Demonstrating Results and Accomplishments**

- Achieved
- Contributed
- Consolidated
- Delivered
- Designed
- Excelled
- Expanded
- Expedited
- Improved
- Implemented
- Increased

- Innovated
- Integrated
- Launched
- Minimized
- Produced
- Reduced
- Restored
- Spearheaded

**Problem Solving**

- Analyzed
- Brainstormed
- Conceptualized
- Created
- Detected
- Investigated
- Recommended
- Revamped
- Revitalized
- Streamlined
- Synthesized

**Research and Analysis**

- Analyzed
- Assessed
- Compared
- Conceptualized
- Confirmed
- Deliberated
- Determined
- Estimated
- Evaluated
- Examined
- Integrated
- Investigated
- Interpreted
- Measured
- Prioritized
- Projected
- Published
- Presented
- Recommended