

# Attachment A — Power Words

## Focused List — Part I

<b>Independence</b>	<b>Investigative</b>	<b>Supportive</b>	<b>Creative</b>	<b>Admin</b>
administered	clarified	adapted	acted	approved
analyzed	collected	advised	composed	arranged
appointed	critiqued	clarified	conceptualized	catalogued
assigned	diagnosed	coached	created	classified
attained	evaluated	communicated	customized	collected
authorized	examined	coordinated	designed	compiled
chaired	extracted	critiqued	developed	dispatched
consolidated	identified	developed	directed	executed
contracted	inspected	educated	edited	generated
coordinated	interpreted	enabled	envisioned	implemented
delegated	interviewed	encouraged	established	inspected
developed	investigated	evaluated	fashioned	monitored
directed	organized	explained	founded	operated
evaluated	recorded	facilitated	illustrated	organized
executed	reviewed	guided	initiated	prepared
improved	scrutinized	informed	inspired	processed
interviewed	studied	inspired	instituted	purchased
increased	summarized	instructed	integrated	recorded
organized	surveyed	persuaded	introduced	retrieved
planned	systematized	set goals	invented	scheduled
prioritized		stimulated	originated	screened
procured		suggested	performed	specified
produced		trained	planned	systematized
recommended			remodeled	tabulated
recruited			rejuvenated	validated
reviewed			revitalized	verified
scheduled			shaped	
strengthened			transformed	
			visualized	

# Attachment A — Power Words

## Focused List — Part II

<b>Systems Work</b>	<b>Communications</b>	<b>Analytical</b>	<b>Assisted</b>	<b>Successes</b>
assembled	addressed	Allocated	aided	accelerated
built	arbitrated	Analyzed	assessed	accommodated
calculated	arranged	appraised	assisted	accomplished
computed	authored	audited	clarified	achieved
converted	collaborated	balanced	coached	boosted
designed	communicated	budgeted	contributed	expanded
devised	convinced	calculated	counseled	expedited
engineered	corresponded	computed	demonstrated	founded
maintained	developed	consolidated	diagnosed	improved
operated	directed	developed	educated	innovated
overhauled	drafted	figured	expedited	launched
pioneered	edited	forecasted	facilitated	minimized
programmed	enlisted	managed	familiarized	moderated
refined	formulated	marketed	guided	pioneered
remodeled	influenced	measured	motivated	procured
repaired	interpreted	planned	rehabilitated	rectified
restored	lectured	projected	represented	reduced
revamped	mediated	queried	scheduled	remedied
solved	moderated	reconciled	suggested	resolved
streamlined	negotiated	recorded	supplemented	restored
upgraded	persuaded	researched	verified	spearheaded
	promoted	resolved		streamlined
	publicized	solved		strengthened
	reconciled	substantiated		transformed
	recruited	summarized		
	rectified	validated		
	remedied	valued		
	spoke			
	translated			
	wrote			

## Attachment A — Power Words

### Comprehensive List 350 Power Words — Part I

accelerated	audited	compared	cultivated	effected
accommodated	authored	compiled	customized	eliminated
accomplished	authorized	completed	cut	enabled
achieved	awarded	composed	dealt	encouraged
acquired	balanced	computed	decided	endorsed
acted	boosted	conceived	defined	engineered
adapted	bought	conceptualized	delegated	enlarged
addressed	briefed	concluded	delivered	enlisted
administered	broadened	condensed	demonstrated	ensured
advised	brought	conducted	described	entered
aided	budgeted	considered	designed	envisioned
allocated	built	consolidated	determined	established
analyzed	calculated	constructed	developed	estimated
answered	catalogued	consulted	devised	evaluated
anticipated	caused	continued	diagnosed	examined
applied	centralized	contracted	directed	executed
appointed	chaired	contributed	discovered	expanded
appraised	changed	controlled	discussed	expedited
approved	clarified	converted	dispatched	experienced
arranged	classified	convinced	distributed	experimented
assembled	closed	coordinated	documented	explained
assessed	coached	corrected	doubled	explored
assigned	collaborated	corresponded	drafted	expressed
assisted	collected	counseled	drove	extended
assumed	combined	counted	earned	extracted
assured	commented	created	edited	facilitated
attained	communicated	critiqued	educated	familiarized

## Attachment A — Power Words

### Comprehensive List 350 Power Words — Part II

fashioned	innovated	measured	prepared	redesigned
figured	inspected	mediated	presented	reduced
filed	inspired	met	prioritized	refined
filled	installed	minimized	processed	rehabilitated
focused	instituted	moderated	procured	reinforced
forecasted	instructed	modified	produced	rejuvenated
formulated	integrated	monitored	programmed	related
found	interpreted	motivated	projected	remedied
founded	interviewed	moved	promoted	reorganized
gathered	introduced	named	proposed	repaired
generated	invented	navigated	provided	replaced
graded	investigated	negotiated	publicized	replied
granted	involved	observed	published	reported
guided	issued	opened	purchased	represented
halved	joined	operated	pursued	researched
handled	kept	ordered	queried	resolved
helped	launched	organized	questioned	responded
identified	learned	originated	raised	restored
illustrated	lectured	overhauled	ranked	retrieved
implemented	led	oversaw	rated	revamped
improved	listed	participated	realized	reviewed
incorporated	listened	peachered	received	revised
increased	logged	perceived	recommended	revitalized
indexed	made	performed	reconciled	saved
influenced	maintained	persuaded	recorded	scheduled
informed	managed	pioneered	recruited	screened
initiated	matched	planned	rectified	scrutinized

# Attachment A — Power Words

## Comprehensive List 350 Power Words — Part III

selected	summarized	treated
served	summonsed	trimmed
serviced	superseded	tripled
set (goals)	supervised	turned
set up	supplemented	tutored
shaped	supported	uncovered
shared	surpassed	understood
showed	surveyed	unified
simplified	sympathized	unraveled
sorted	systematized	updated
sought	tabulated	upgraded
sparked	tackled	used
spearheaded	targeted	utilized
specified	taught	validated
spoke	terminated	valued
started	tested	verbalized
stimulated	took	verified
streamlined	toured	visited
strengthened	traced	visualized
stressed	tracked	weighed
stretched	traded	widened
structured	trained	won
studied	transcribed	worked
submitted	transferred	wrote
substantiated	transformed	
substituted	translated	
succeeded	transported	
suggested	traveled	