

Action Verbs

The most effective way to write resumes that will make an impression and grab the reader's interest is to describe your experiences with action verbs. Avoid phrases like "responsible for" and "duties included" that force the use of nouns. Also leave out vague expressions like "involved in" or "participated in" that convey no real information. Use this list of action verbs to help you create interesting, forceful, active descriptions:

Accelerated	collaborated	directed	guided	modified
accomplished	combined	discovered	Handled	monitored
achieved	communicated	drafted	headed	motivated
acquired	ed	dramatized	heightened	Negotiated
adapted	compared	Economized	helped	Observed
adjusted	compiled	edited	highlighted	opened
administered	completed	educated	Identified	operated
advised	composed	eliminated	implemented	ordered
aided	conceived	encouraged	improved	organized
analyzed	concluded	enforced	included	originated
anticipated	conducted	enlarged	incorporated	oversaw
applied	constructed	enlisted	increased	Performed
appraised	continued	entered	indicated	persuaded
approved	contributed	established	influenced	placed
arbitrated	controlled	estimated	initiated	planned
arranged	converted	evaluated	innovated	prepared
assessed	convinced	executed	inspected	presented
assisted	coordinated	exercised	inspired	processed
assumed	corrected	expanded	instructed	produced
assured	counseled	expedited	insured	programmed
attained	crafted	explained	interpreted	projected
attended	created	explored	interviewed	promoted
authored	critiqued	Facilitated	introduced	proofread
Began	Dealt	familiarized	investigated	proposed
budgeted	debated	fashioned	Joined	proved
built	decided	financed	judged	provided
Calculated	defend	forecasted	Launched	published
catalogued	delegated	foresaw	lectured	purchased
caused	delivered	formed	located	Qualified
chaired	demonstrated	formulated	Maintained	Rated
changed	ed	fostered	managed	realized
checked	designed	founded	manipulated	received
clarified	determined	Gained	maximized	recognized
classified	developed	gathered	mediated	recorded
	devised	greeted		recruited
	diminished			

reduced	Scheduled	specified	summarized	translated
referred	selected	started	supervised	tutored
reinforced	served	stimulated	supported	typed
related	serviced	stopped	surveyed	Updated
renovated	setup	streamlined	systematize	utilized
reorganized	showed	strengthened	d	Validated
reported	simplified	structure	Taught	Worked
researched	smoothed	studied	tested	wrote
resolved	sold	submitted	trained	
revealed	solved	suggested	transferred	
revised	sought		transformed	

Skills

Identifying your own personal strengths and special capabilities is an important aspect of the resume writing process. The following is a list of functional skills that might help you think about the skills you have acquired through your education and experience

Accounting	ng	g	g	relations
advising	coordinating	Editing	Organizing	Reading
analyzing	Data	estimating	Painting	recruiting
appraising	processing	evaluating	performing	repairing
arranging	g	examining	g	representing
Bookkeeping	deciding	Instructing	photographing	researching
ng	demonstrating	g	planning	g
budgeting	designing	interviewing	presenting	Selling
buying	developing	Layout	printing	sketching
Calculating	g	leading	producing	speaking
circulating	directing	Maintaining	promoting	supervising
coaching	disciplining	g	proofreading	g
computing	g	managing	ng	Teaching
counseling	displaying	motivating	providing	translating
constructing	distributing	Negotiating	public	tutoring
				Writing

Adjectives

In addition to activities such as those listed above, you may also want to describe yourself using descriptive adjectives. Here are some examples:

Active
adaptable
alert
ambitious
attentive
Broad-
minded
Concise
confident
consistent
constructi
ve
creative
Dedicated
dependabl
e
determine
d
diplomatic
disciplined
Economic
al
efficient
energetic
enthusiast
ic
experienc
ed
extroverte
d
Fair
forceful
Imaginativ
e
independe
nt
Knowledg
eable
Logical
Mature
Objective
optimistic
Perceptive
personabl
e
pleasant

positive
practical
productive
proficient
Realistic
reliable
resourcefu
l
respectful
responsibl
e
Self-
motivated
self-reliant
self-start

