

## Words for building a powerful Resume

### **Action**

### **Verbs**

Accelerated \*

Accepted

Accomplished \*

Achieved \*

Acquired

Adapted

Adjusted

Administered \*

Advanced \*

Advertised

Advised

Analyzed

Announced

Anticipated

Appointed

Appraised

Approved

Arbitrated

Arranged

Assembled

Assessed

Assigned

Assisted

Attained \*

Audited

Authored

Authorized

Automated

Averted

**Balanced**

Bargained

Bought

Briefed

Budgeted \*

Built

**Calculated**

Captured

Cared for

Carried out \*

Catalogued

Centralized

Chaired

Changed

Charted

Checked

Clarified

Closed

Coached

Collaborated

Collected

Commanded

Communicated

Compared

Compiled

Completed

Composed

Compounded

Computed

Conceived

Conceptualized

Concluded

Condensed

Conducted

Confronted

Constructed

Consulted

Contacted

Contracted

Contrived

Controlled

Converted

Conveyed

Convinced

Cooperated

Coordinated \*

Copied

Corrected

Correlated

Corresponded

Corroborated

Counseled

Created \*

Critiqued

Cultivated

Curtailed

Cut \*

**Decentralized**

Decided

Decreased \*

Defined

Delegated

Delivered

Demonstrated

Described

Designed

Detailed

Detected

Determined

Developed \*

Devised

Diagnosed

Directed

Discovered

Dispensed

Displayed

Disproved

Dissected

Distributed

Diverted

Documented

Doubled \*

Drafted

Drove

**Earned**

Edited

Educated

Effected

Eliminated \*

Employed

Enacted

Encouraged

Enforced

Engineered

Enjoyed

Enlarged

Enlisted

Ensured

Entertained

Equipped

Established \*

Estimated

Evaluated

Examined

Exceeded \*

Exchanged

Executed

Exhibited

Expanded \*

Expedited \*

Experimented

Explained

Explored

Extracted

**Fabricated**

Facilitated

Familiarized

Fashioned

Figured

## Words for building a powerful Resume

Filed	Financed	Judged	Perfected *
Fixed	Focused	Justified	Performed
Followed	directions	<b>K</b> ept records	Persuaded
Forecasted	Formalized	Key noted	Photographed
Formed	Formulated	<b>L</b> aunched *	Piloted
Founded *	Founded *	Learned	Pinpointed
Furnished	<b>G</b> athered	Lectured	Placed
<b>G</b> enerated *	Generated *	Led *	Planned
Governed	Graded	Lifted	Predicted
Graduated	Graduated	Liquidated	Prepared
Grouped	Grouped	Listened	Prescribed
Guided	Guided	Loaded	Presented
<b>H</b> alted	<b>H</b> andled	Located	Presided
Headed *	Headed *	Logged	Printed
Helped	Hired	<b>M</b> ade	Problem solved
<b>I</b> dentified	<b>I</b> dentified	Maintained	* Processed
Illustrated	Illustrated	Managed	Procured
Implemented *	Implemented *	Manipulated	Produced
Improved *	Improved *	Manufactured	Programmed
Improvised	Improvised	Marketed	Prohibited
Increased *	Increased *	Mastered	Projected
Indexed	Indexed	Measured	Promoted
Induced	Induced	Medicated	Prompted
Influenced	Influenced	Memorized	Proofread
Informed	Informed	Merchandised	Proposed
Initiated *	Initiated *	Modeled	Protected
Innovated *	Innovated *	Moderated	Proved *
Inspected	Inspected	Modified	Provided
Inspired	Inspired	Monitored	Publicized
Installed	Installed	Motivated	Published
Instituted	Instituted	<b>N</b> amed	Purchased
Instructed	Instructed	Navigated	<b>Q</b> uestioned
Insured	Insured	Negotiated	<b>R</b> aised
Integrated	Integrated	Nominated	Ran
Intensified	Intensified	Nursed	Rated
Interpreted	Interpreted	Nurtured	Read
Interviewed	Interviewed	<b>O</b> bserved	Reasoned
Introduced *	Introduced *	Obtained	Received
Invented *	Invented *	Offered	Recommended
Inventoried	Inventoried	Officiated	Reconciled
Invested	Invested	Operated	Recorded
Investigated	Investigated	Ordered	Recruited
Issued	Issued	Organized *	Rectified *
<b>J</b> oined	<b>J</b> oined	Originated *	Redesigned *
		Overcame *	Reduced *
		Overhauled *	Referred
		Oversaw	Regulated
		<b>P</b> acked	Rehabilitated
		Participated	Reinforced
		Perceived	Related
			Removed
			Rendered

## Words for building a powerful Resume

Renewed	Strengthened	Weighed
Reorganized *	Structured	Widened
Repaired	Studied	Won
Reported	Submitted	* Worked
Represented	Succeeded	Wrote
Researched	Summarized	
Reshaped	Supervised	
Resolved *	Supplied	
Responded	Supported	
Responsible for	Surveyed	
Restocked	Symbolized	
Restored	Synthesized	
Restructured *	Systematized	
Retrieved	Tabulated	
Revamped *	Tailored Taped	
Reversed *	Taught	
Reviewed	Team built	
Revised	Tended	
<b>Satisfied</b>	Tested	
Saved *	Tightened	
Scheduled	Traced	
Screened	Tracked	
Searched	Traded	
Secured	Trained	
Selected	Transcribed	
Separated	Transferred	
Sequenced	Transformed	
Served	Translated	
Serviced	Transmitted	
Settled *	Transported	
Set up	Traveled	
Shaped Shared	Trimmed	
Showed	Tripled *	
Signaled	Trouble shot *	
Simplified *	Turned around	
Sketched	*Tutored	
Sold	Typed	
Solved *	<b>Uncovered</b>	
Sorted	Understood	
Sought	Unified	
Sparked	* United	
Spearheaded *	* Unraveled	
Specified	Updated *	
Spoke in public	Upgraded *	
Staffed	Used Utilized	
Standardized	<b>Validated</b>	
Stimulated	Verified	
Stocked	Visited	
Streamlined *	Volunteered	
	<b>Washed</b>	

## Words for building a powerful Resume

### **Descriptive words**

Able Accurate  
Active  
Adaptable  
Adept  
Administrative  
Advantageous  
Aggressive  
Alert Ambitious  
Analytical  
Articulate  
Assertive  
Astute  
Attentive  
Authoritative  
Bilingual  
Broad minded  
Calm  
Candid  
Capable  
Cheerful  
Committed  
Competent  
Completely  
Comprehensive  
Confident  
Conscientious  
Considerate  
Consistent  
Constructive  
Continuous  
Contributions  
Cooperative  
Creative  
Curious  
Decisive  
Dedicated  
Deliberate  
Dependable  
Detailed Detail-oriented  
Determined  
Diligent  
Diplomatic  
Disciplined  
Discreet  
Diversified  
Driven  
Dynamic

Eager Easily  
Easygoing  
Economical  
Effective  
Efficient  
Effortlessly  
Empathetic  
Energetic  
Enterprising  
Enthusiastic  
Excellent  
Exceptional  
Experienced  
Expert Expertly  
Extensive  
Fair  
Farsighted  
Fast learner  
Flexible  
Forceful  
Friendly  
Generalist  
Hard-working  
Honest  
Imaginative  
Increasingly  
Independent  
In-depth  
Initiative  
Innovative  
Insightful  
Instrumental  
Inventive  
Knowledgeable  
Leadership  
Logical  
Loyal  
Major Mature  
Meaningful  
Methodical  
Meticulous  
Motivated  
Multilingual  
Objective  
Open-minded  
Optimistic  
Orderly  
Organized  
Outstanding

Patient  
Perceptive  
Persistent  
Personable  
Personally  
Persuasive  
Pertinent  
Pleasant  
Positive  
Practical  
Precise  
Problem-solver  
Productive  
Professional  
Proficient  
Profitable  
Progressive  
Proven  
Punctual  
Qualified  
Quality  
conscious  
Quick learner  
Realistic  
Recent  
Reliable  
Repeatedly  
Resilient  
Resourceful  
Respectful  
Responsible  
Responsive  
Risk-taker  
Routinely  
Satisfactorily  
Scope  
Self-confident  
Self-controlled  
Self-reliant  
Self-starter  
Sharp  
Significantly  
Sincere  
Skilled Skillful  
Solid Sound  
Specialized  
Specialist  
Stable  
Strategically

## Words for building a powerful Resume

Strong  
Substantial  
Successful  
Superior  
Systematic  
Tactful  
Talented Team  
player  
Technical  
Thorough  
Timely

Uniform  
Universal  
Up-to-date  
Valuable  
Varied  
Versatile  
Vigorous  
Well-educated  
Well-rounded

Wide background  
Will travel  
Will relocate

\* Starred words are especially good for indicating your accomplishments.

## Words for building a powerful Resume

### **Management skills**

administered  
analyzed  
coordinated  
developed  
directed  
evaluated  
improved  
supervised

### **Clerical skills**

arranged  
catalogued  
compiled  
generated  
organized  
processed  
persuaded  
systemized

### **Creative skills**

conceptualized  
created  
designed  
established  
fashioned  
illustrated  
invented  
performed

### **Helping skills**

assessed  
coached  
counseled  
facilitated  
represented

### **Technical skills**

assembled  
built  
calculated  
designed  
operated  
overhauled  
remodeled  
repaired

### **Communication skills**

arranged  
addressed  
authored  
drafted  
formulated

### **Financial skills**

administered  
analyzed  
balanced  
budgeted  
forecast  
marketed  
planned  
projected

### **Research skills**

clarified  
evaluated  
identified  
inspected  
organized  
summarized