

## RESUME ACTION WORDS

Action words help to jazz up your resume and clarify your talents, skills, experience and accomplishments.

A TALENT is what comes naturally to you, or is a SKILL you have learned. Some of your professional TALENTS / SKILLS may include:

|                       |  |              |  |                 |
|-----------------------|--|--------------|--|-----------------|
| Able to Concentrate   |  | Enthusiastic |  | Punctual        |
| Able to Manage Stress |  | Friendly     |  | Quick           |
| Accurate              |  | Good-natured |  | Quiet           |
| Adaptable             |  | Helpful      |  | Rational        |
| Adventurous           |  | Honest       |  | Realistic       |
| Aggressive            |  | Humorous     |  | Reflective      |
| Ambitious             |  | Imaginative  |  | Reliable        |
| Analytical            |  | Independent  |  | Reserved        |
| Assertive             |  | Intelligent  |  | Resourceful     |
| Attentive to Detail   |  | Inventive    |  | Responsible     |
| Businesslike          |  | Kind         |  | Risk-taking     |
| Calm                  |  | Likeable     |  | Self-confident  |
| Careful               |  | Logical      |  | Self-controlled |
| Cautious              |  | Loyal        |  | Sensible        |
| Cheerful              |  | Mature       |  | Sensitive       |
| Clear-thinking        |  | Methodical   |  | Sincere         |
| Competent             |  | Meticulous   |  | Sociable        |
| Competitive           |  | Modest       |  | Stable          |
| Confident             |  | Motivated    |  | Supportive      |
| Conscientious         |  | Open-minded  |  | Tactful         |
| Conservative          |  | Optimistic   |  | Teachable       |
| Consistent            |  | Organized    |  | Tenacious       |
| Creative              |  | Outgoing     |  | Thorough        |
| Curious               |  | Patient      |  | Thoughtful      |
| Diplomatic            |  | Persistent   |  | Tough           |
| Discreet              |  | Persuasive   |  | Trusting        |
| Easy-going            |  | Poised       |  | Trustworthy     |
| Efficient             |  | Practical    |  | Understanding   |

|            |  |             |  |           |
|------------|--|-------------|--|-----------|
| Emotional  |  | Precise     |  | Versatile |
| Empathetic |  | Progressive |  | Witty     |

An ACCOMPLISHMENT is a task you have successfully completed on the job.  
Some examples of words and phrases that describe ACCOMPLISHMENTS are:

|              |  |             |  |               |
|--------------|--|-------------|--|---------------|
| Accelerated  |  | Established |  | Prepared      |
| Accomplished |  | Evaluated   |  | Prevented     |
| Achieved     |  | Expanded    |  | Produced      |
| Acquired     |  | Expedited   |  | Proficient in |
| Adapted      |  | Explained   |  | Programmed    |
| Administered |  | Facilitated |  | Promoted      |
| Addressed    |  | Forecasted  |  | Proposed      |
| Analyzed     |  | Formed      |  | Proved        |
| Anticipated  |  | Founded     |  | Provided      |
| Approved     |  | Generated   |  | Published     |
| Assembled    |  | Guided      |  | Purchased     |
| Assisted     |  | Hired       |  | Recommended   |
| Audited      |  | Implemented |  | Recruited     |
| Budgeted     |  | Improved    |  | Reduced       |
| Calculated   |  | Increased   |  | Reinforced    |
| Centralized  |  | Influenced  |  | Reorganized   |
| Changed      |  | Informed    |  | Reported      |
| Collaborated |  | Initiated   |  | Researched    |
| Completed    |  | Inspected   |  | Resolved      |
| Composed     |  | Insured     |  | Revamped      |
| Conceived    |  | Interpreted |  | Reviewed      |
| Condensed    |  | Interviewed |  | Revised       |
| Conducted    |  | Launched    |  | Scheduled     |
| Constructed  |  | Lectured    |  | Selected      |
| Controlled   |  | Led         |  | Separated     |
| Converted    |  | Maintained  |  | Set Up        |
| Coordinated  |  | Managed     |  | Simplified    |
| Created      |  | Marketed    |  | Solved        |
| Cultivated   |  | Mastered    |  | Staffed       |

|              |  |              |  |             |
|--------------|--|--------------|--|-------------|
| Delegated    |  | Motivated    |  | Streamlined |
| Demonstrated |  | Negotiated   |  | Structured  |
| Designed     |  | Obtained     |  | Supervised  |
| Developed    |  | Operated     |  | Supported   |
| Devised      |  | Ordered      |  | Surpassed   |
| Directed     |  | Organized    |  | Surveyed    |
| Discovered   |  | Originated   |  | Taught      |
| Doubled      |  | Oversaw      |  | Tested      |
| Earned       |  | Participated |  | Trained     |
| Edited       |  | Performed    |  | Translated  |
| Effected     |  | Pinpointed   |  | Used        |
| Eliminated   |  | Planned      |  | Utilized    |

|                |               |               |               |              |
|----------------|---------------|---------------|---------------|--------------|
| accepted       | consolidated  | expedited     | maintained    | remodeled    |
| accomplished   | contained     | explained     | managed       | repaired     |
| achieved       | contracted    | extracted     | marketed      | represented  |
| acted          | contributed   | fabricated    | mediated      | researched   |
| adapted        | controlled    | facilitated   | moderated     | resolved     |
| addressed      | coordinated   | familiarized  | monitored     | restored     |
| administered   | corresponded  | fashioned     | motivated     | restructured |
| advanced       | counseled     | focused       | negotiated    | retrieved    |
| advised        | created       | forecast      | operated      | revamped     |
| allocated      | critiqued     | formulated    | organized     | revitalized  |
| analyzed       | cut           | founded       | originated    | saved        |
| appraised      | decreased     | generated     | overhauled    | scheduled    |
| approved       | defined       | guided        | oversaw       | schooled     |
| arranged       | delegated     | headed up     | performed     | screened     |
| assembled      | demonstrated  | identified    | persuaded     | set          |
| assigned       | designed      | illustrated   | planned       | shaped       |
| assisted       | developed     | implemented   | prepared      | solidified   |
| attained       | devised       | improved      | presented     | solved       |
| audited        | diagnosed     | increased     | prioritized   | specified    |
| authored       | directed      | indoctrinated | processed     | stimulated   |
| automated      | dispatched    | influenced    | produced      | streamlined  |
| balanced       | distinguished | informed      | programmed    | strengthened |
| budgeted       | diversified   | initiated     | projected     | summarized   |
| built          | drafted       | innovated     | promoted      | supervised   |
| calculated     | edited        | inspected     | proposed      | surveyed     |
| catalogued     | educated      | installed     | provided      | systemized   |
| chaired        | eliminated    | instigated    | publicized    | tabulated    |
| clarified      | emended       | instituted    | published     | taught       |
| classified     | enabled       | instructed    | purchased     | trained      |
| coached        | encouraged    | integrated    | recommended   | translated   |
| collected      | engineered    | interpreted   | reconciled    | traveled     |
| compiled       | enlisted      | interviewed   | recorded      | trimmed      |
| completed      | established   | introduced    | recruited     | upgraded     |
| composed       | evaluated     | invented      | reduced       | validated    |
| computed       | examined      | launched      | referred      | worked       |
| conceptualized | executed      | lectured      | regulated     | wrote        |
| conducted      | expanded      | led           | rehabilitated |              |

Use these words to edit and polish your work, to communicate, persuade, and motivate the reader to take action. This stage is most challenging, because many people in different companies will see and evaluate your resume.