

KEY WORDS FOR RESUME PREPARATION

The following lists include key words for resume preparation, and will help you develop a confident and positive image. The “action verbs” are usually used to begin each statement of your job description under your employment or experience category. The “self-descriptive words” can be used to describe personal characteristics or how you performed certain tasks.

ACTION VERBS

Planned

analyzed
appraised
arranged
created
designed
determined
developed
devised
discovered
drafted
estimated
evaluated
examined
innovated
interpreted
investigated
mapped
measured
organized
planned
prepared
produced
projected
scheduled
solved
studied

chaired
commanded
controlled
coordinated
designated
directed
eliminated
founded
governed
guided
handled
headed
influenced
instituted
maintained
managed
negotiated
operated
prescribed
regulated
removed
supervised
transferred
vetoed

Executed

accomplished
achieved
activated
administered
altered

Directed

adapted
assigned
authorized

approved
assembled
assumed
attached
attained
augmented
balanced
bought
budgeted
built
classified
collected
combined
completed
condensed
conducted
consolidated
converted
created
curtained
delivered
demonstrated
disclosed
discontinued
dispatched
economized
employed
encouraged
established
estimated
exchanged

expanded
expedited
extended
facilitated
formulated
grouped
hired
implemented
improved
increased
initiated
introduced
inventoried
invested
maximized
merged
minimized
modernized
modified
motivated
notified
observed
obtained
operated
procured
produced
promoted
published
rectified
reduced
reorganized

repaired
replaced
restored
simplified
sponsored
stabilized
strengthened
supplemented
surpassed
terminated
transformed
unified
updated
utilized
verified

Serviced

accommodated
aided
applied
assisted
communicated
diagnosed
disclosed
edited
educated
endorsed
guaranteed
guided
improved
informed

installed
instructed
lectured
maintained
perfected
resolved
revised
solved
taught

Advised

acquainted
advertised
advised
advocated
conferred
consulted
counseled
demonstrated
displayed
exhibited
familiarized
illustrated
informed
instructed
notified
publicized
recommended
reported
suggested

SELF-DESCRIPTIVE WORDS

active
adaptable
aggressive
alert
ambitious
analytical
attentive
broad-minded
conscientious

consistent
constructive
creative
dependable
determined
diplomatic
disciplined
discrete
economical

efficient
energetic
enterprising
enthusiastic
extroverted
fair
forceful
imaginative
independent

logical
loyal
mature
methodical
objective
optimistic
perceptive
personable
pleasant

positive
practical
productive
realistic
reliable
resourceful
respective
self-reliant
sense-of-humor

sincere
sophisticated
systematic
tactful
talented
will relocated
will travel