

Word Choice & Action Verb List

Your resume should describe yourself and what you can do in a way that will attract the attention of a prospective employer. Describing your skills in functional terms using verbs or other descriptive words to express your uniqueness, creativity and drive will help you stand out over others applying for the position!

Example:

- poor: Analyzing
- better: Analyzing Performance Specifications
- best: Critically Analyzing Performance Specifications

Aim for the most general description possible of your skills so that their transferability to other fields is readily obvious.

Example:

- useless: Works well with Boy Scouts and church groups
- better: Readily established warm mutual rapport with students and other youth

Identify component skills that are associated with more general skills that you possess. Don't leave these important aspects of a general skill hidden under just one word.

Example:

- general: Management
- component skills: Planning, organizing, programming, directing, administering, supervising, analyze

Vocabulary Examples to Sharpen Your Skill Descriptions:

- Unusually perceptive in analyzing human relations.
- Highly developed mathematical skills and interpretive abilities.
- Developed statistical surveys presented to and utilized by senior management.

Strong words which describe your personal traits and how you perform various functions:

Accurately	Dynamic	Innovative	Responsible
Adept	Earning Respect	Instrumental	Responsive
Astute	Effectively	Leading	Significant
Aware	Exceptional	Mastery	Significantly
Broad	Experienced	Natural	Sophisticated
Challenging	Expert	Objectivity	Strong
Competent	Extensively	Open-Minded	Strongly
Creative	Flexible	Outstanding	Successful
Detail Oriented	Grasp	Organized	Tactful
Dependability	High-Level	People-Oriented	Talented
Diplomatically	Highly	Perceptive	Trained
Discretion	Honestly	Pioneering	Urgent
Diverse	Independently	Readily	Versatile
Drive	Initiative	Reliability	

<p> accomplished achieved acquired acted activated adapted addressed adjusted administered advanced advised analyzed anticipated arbitrated arranged ascertained assembled assessed attained audited arranged budgeted built calculated charted checked classified coached collected communicated compared compiled completed composed computed conceptualized conducted consolidated constructed conserved controlled coordinated counseled created dealt decided defined delivered designed detailed detected determined </p>	<p> developed devised diagnosed directed discovered dispensed displayed disproved dissected distributed diverted dramatized drew earned edited eliminated empathized enforced established estimated evaluated examined executed explained expanded expedited experimented expressed extracted filed financed fixed followed forecasted formulated founded gathered gave generated guided handled headed helped hypothesized identified illustrated imagined implemented improved increased influenced informed </p>	<p> initiated innovated inspected inspired installed instituted instructed integrated interpreted interviewed introduced invented inventoried investigated judged kept lectured learned led lifted listened logged made maintained managed manipulated marketed mediated memorized mentored met modeled monitored navigated negotiated observed obtained offered operated ordered organized originated oversaw participated perceived performed persuaded piloted pioneered planned played predicted </p>	<p> prepared prescribed presented printed problem-solved processed produced programmed projected promoted proofed proposed protected provided published publicized purchased questioned raised ranked read realized reasoned received reconciled recommended recorded recruited reduced referred rehabilitated related remembered rendered repaired reported represented researched resolved responded restored retrieved reviewed revised risked saved scheduled selected separated served set set-up </p>	<p> shaped shared showed sketched sold solved sorted spearheaded spoke studied succeeded summarized supervised supplied symbolized synthesized systematized talked taught tested and proved told took took instructions tracked trained transcribed transformed translated treated traveled trouble-shooted tutored umpired understood understudied undertook unified united updated upgraded used utilized weighed won worked wrote wrought verbalized </p>
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