

## 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	chaired	approved	expanded	repaired	installed
appraised	commanded	assembled	expedited	replaced	instructed
arranged	controlled	assumed	extended	restored	lectured
created	coordinated	attached	facilitated	simplified	maintained
designed	designated	attained	formulated	sponsored	perfected
determined	directed	augmented	grouped	stabilized	resolved
developed	eliminated	balanced	hired	strengthened	revised
devised	founded	bought	implemented	supplemented	solved
discovered	governed	budgeted	improved	surpassed	taught
drafted	guided	built	increased	terminated	
estimated	handled	classified	initiated	transformed	<u>Advised</u>
evaluated	headed	collected	introduced	unified	acquainted
examined	influenced	combined	inventoried	updated	advertised
innovated	instituted	completed	invested	utilized	advised
interpreted	maintained	condensed	maximized	verified	advocated
investigated	managed	conducted	merged		conferred
mapped	negotiated	consolidated	minimized	<u>Serviced</u>	consulted
measured	operated	converted	modernized	accommodated	counseled
organized	prescribed	created	modified	aided	demonstrated
planned	regulated	curtained	motivated	applied	displayed
prepared	removed	delivered	notified	assisted	exhibited
produced	supervised	demonstrated	observed	communicated	familiarized
projected	transferred	disclosed	obtained	diagnosed	illustrated
scheduled	vetoed	discontinued	operated	disclosed	informed
solved		dispatched	procured	edited	instructed
studied		economized	produced	educated	notified

#### Executed

#### Directed

accomplished	achieved	employed	published	accommodated	consulted
activated	administered	encouraged	promoted	aided	counseled
altered	altered	established	published	applied	demonstrated
		estimated	rectified	assisted	displayed
		exchanged	reduced	communicated	exhibited
			reorganized	diagnosed	familiarized
				disclosed	illustrated
				edited	informed
				educated	instructed
				endorsed	notified
				guaranteed	publicized
				guided	recommended
				improved	reported
				informed	suggested

### SELF-DESCRIPTIVE WORDS

active	consistent	efficient	logical	positive	sincere
adaptable	constructive	energetic	loyal	practical	sophisticated
aggressive	creative	enterprising	mature	productive	systematic
alert	dependable	enthusiastic	methodical	realistic	tactful
ambitious	determined	extroverted	objective	reliable	talented
analytical	diplomatic	fair	optimistic	resourceful	will relocated
attentive	disciplined	forceful	perceptive	respective	will travel
broad-minded	discrete	imaginative	personable	self-reliant	
conscientious	economical	independent	pleasant	sense-of-humor	