

building your resume

TOOLS AND TIPS FOR CREATING THE BEST RESUME

action words

USE THESE ACTION WORDS TO PUT POWER INTO YOUR LANGUAGE WHEN YOU WRITE YOUR RESUME.

Accelerated	Counseled	Imagined	Organized	Represented
Actively	Created	Implemented	Originated	Researched
Adapted	Decided	Improved	Participated	Restored
Administered	Delegated	Increased	Performed	Reviewed
Advised	Delivered	Influenced	Persuaded	Revised
Analyzed	Demonstrated	Initiated	Pinpointed	Scheduled
Appointed	Designed	Inspected	Planned	Selected
Appraised	Developed	Installed	Predicted	Served
Arranged	Devised	Instructed	Prepared	Set-Up
Assembled	Directed	Interpreted	Presented	Sketched
Assisted	Displayed	Interviewed	Printed	Sold
Audited	Distributed	Invented	Produced	Solved
Budgeted	Dramatized	Investigated	Proficient	Spoke
Built	Edited	Launched	Programmed	Streamlined
Calculated	Effectuated	Lead	Promoted	Structured
Chosen	Eliminated	Lectured	Protected	Studied
Circulated	Entertained	Listened	Proved	Supervised
Classified	Established	Located	Questioned	Supported
Coached	Estimated	Maintained	Read	Talked
Collected	Evaluated	Managed	Recommended	Trained
Compiled	Examined	Marketed	Recorded	Taught
Completed	Exhibited	Measured	Recruited	Translated
Conceived	Expanded	Mediated	Reduced	Used
Conducted	Expedited	Monitored	Referred	Wrote
Conserved	Formulated	Motivated	Rehabilitated	
Constructed	Found	Negotiated	Reinforced	
Controlled	Founded	Obtained	Remembered	
Coordinated	Generated	Operated	Rendered	
Corresponded	Identified	Ordered	Repaired	