

Verbs to use

Here is a sample of action verbs that will be useful to you. Go through the list and see which ones you can use to make your resume more active and action oriented. Make sure you do not overuse one or two verbs.

accelerated	diagnosed	identified	performed	revised
achieved	directed	illustrated	persuaded	revitalized
adapted	discovered	implemented	pioneered	rewrote
addressed	displayed	improved	procured	saved
adjusted	distributed	improvised	placed	scheduled
administered	doubled	incorporated	planned	screened
advanced to	drafted	increased	prepared	secured
advocated	edited	influenced	presented	selected
analyzed	structured	informed	prioritized	separated
applied	educated	initiated	processed	served
approved	effected	inspected	procured	serviced
arranged	eliminated	inspired	produced	set
assembled	enabled	installed	programmed	shaped
assessed	enacted	instituted	progressed	simplified
assigned	encouraged	instructed	promoted	sold
assisted	enforced	integrated	prompted	solicited
attained	engaged	introduced	proposed	solved
authorized	engineered	invented	proved	sorted
balanced	enlarged	investigated	provided	started
bought	ensured	involved	publicized	stimulated
budgeted	employed	learned	published	strengthened
built	established	lectured	qualified	structured
calculated	estimated	led	raised	studied
chaired	evaluated	licensed	reasoned	submitted
changed	examined	lobbied	received	succeeded
collaborated	exceeded	located	recognized	suggested
commanded	executed	maintained	recommended	supervised
completed	exercised	managed	reconciled	supported
composed	exhibited	mapped	recorded	surpassed
conceived	expanded	manufactured	recruited	surveyed
conducted	expedited	marketed	redesigned	sustained
contracted	expressed	maximized	reduced	systematized
controlled	facilitated	mediated	refined	tailored
converted	filed	mobilized	regulated	taught
conveyed	financed	moderated	reinforced	terminated
coordinated	fixed	modified	reorganized	testified
correlated	forecast	monitored	repaired	trained
created	formed	motivated	replaced	translated
debated	fostered	negotiated	reported	transported
decided	founded	observed	represented	traveled
decreased	funded	obtained	reproduced	tutored
defined	gathered	operated	researched	updated
delegated	generated	ordered	reshaped	upheld
demonstrated	governed	organized	resolved	utilized
designated	guaranteed	originated	restored	validated
designed	guided	participated	restructured	verified
determined	helped	perceived	revamped	visualized
developed	hired	perfected	reviewed	wrote

Nouns to use

Here is a sample list of nouns that will be useful to you. Go through the list and see which ones you can use to make your resume more powerful.

approaches
art
assignment
attachment
capabilities
catalog
change
charts
clean
communications
competition
conclusions
controls
cost
criteria
critical eye
data
designs
duties
events
facts
findings
fixtures
framework
goals
groups
growth

handbook
hard worker
help
human resources
ideas
individuals
information
initiative
innovation
input
investigations
machines
materials
methods
operations
output
performance
plan
policies
precision
presentations
principle
priorities
problem
process
procedures
product

program
project
recommendation
records
relations
reliable
reports
requirements
research
resolutions
resources
response
self-starter
service
solutions
sources
specifications
standards
statistics
strategy
structure
survey
system
technique
treatment

Adverbs and adjectives to use

These words describe how you do things. Go through the list to see which ones you can use in your resume that accurately reflect you and the way you do things. It is important to get your meaning across in a resume quickly and concisely. Sometimes extra words defeat that purpose. Use adverbs and adjectives when it helps to make your skill statement more specific.

able	extensively	penetrating
accurate	firm	perceptive
acuity	flexible	physically active
adaptable	foresight	pioneering
adept	forgiving	precise
artful	good with hands	problem-solver
astute	good organizer	professional
aware	greatly	punctual
broad	hard worker	quick learner
calm	highly	readily
challenging	high-level	reliable
cheerful	honest	repeatedly
clean	humanizing	respected
competent	imaginative	responsible
concerned	improved	safety oriented
contagious	initiative	self-starting
cooperative	innovative	sensitive
cordial	instrumental	significant
courteous	leading	sophisticated
creative	lifelong	strongly
dedicated	loyal	successful
dependable	mastery	supportive
diplomatic	mechanically inclined	tactful
discrete	natural	talented
diverse	neat	trained
driving	objective	uncommon
dynamic	open-minded	unique
easily	optimistic	unusual
effectively	organized	versatile
efficient	original	vigorous
exceptional	outgoing	well-rounded
expert	outstanding	
experienced	peacemaker	