



Résumé Action Words

Accelerated	Effected	Maintained	Reduced
Accomplished	Eliminated	Managed	Reinforced
Achieved	Established	Mastered	Reorganized
Adapted	Evaluated	Motivated	Researched
Administered	Expanded	Negotiated	Revamped
Analyzed	Facilitated	Operated	Revised
Approved	Generated	Originated	Reviewed
Built	Guided	Organized	Scheduled
Coordinated	Increased	Participated	Simplified
Conducted	Influenced	Performed	Set up
Completed	Implemented	Planned	Solved
Created	Initiated	Pinpointed	Structured
Delegated	Instructed	Presented	Streamlined
Developed	Interpreted	Programmed	Supervised
Demonstrated	Improved	Proposed	Taught
Designed	Launched	Provided	Trained
Directed	Lectured	Recommended	Translated
Documented	Led	Recorded	Utilized

Résumé Skill Words

Ability	Contributions	Honest	Proficient
Academic	Cooperative	Increasing	Profitable
Actively	Creative	Independent	Proven
Adaptive	Dedicated	Industrious	Qualified
Administrative	Dependable	Innovative	Rational
Analytical	Determined	Knowledge	Reliable
Assertive	Developing	Logical	Repeatedly
Attentive	Diplomatic	Major	Resourceful
Broad-minded	Effectiveness	Management	Responsible
Calm	Efficient	Open-minded	Significant
Careful	Energetic	Optimistic	Specialist
Capability	Enlarging	Organized	Substantial
Capable	Enterprising	People-oriented	Successful
Competence	Equipped	Performance	Tactful
Competent	Evident	Pertinent	Technical
Complete	Executive	Positive	Time-Sensitive
Completely	Experienced	Potential	Thorough
Confident	Flexible	Preference	Versatile
Consistent	Hard-working	Productive	Vigorous