RESUME ACTION VERBS

# Personal Qualities

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Enthusiastic | Competent | Organized | Motivated | Effective | Responsible |
| Assertive | Risk-taker | Fast learner | Trustworthy | Talented | Cooperative |
| Dedicated | Efficient | Achiever | Resourceful | Willing worker | Dynamic |
| Reliable | Punctual | Capable | Poised | Courageous | Endurance |
| Curious | Creative | Enterprising | Skilled | Team member | Self-starter |
| Able | Progressive | Challenge-oriented | Work well with others | Work well under pressure | Problem solver |

# Skills and Abilities

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Planned | Created | Trained | Communicated | Innovated | Initiated |
| Economized | Analyzed | Managed | Researched | Budgeted | Expanded |
| Conceived | Wrote | Delegated | Taught | Recruited | Prioritized |
| Organized | Interpreted | Directed | Invented | Persuaded | Evaluated |
| Administered | Demonstrated | Supervised | Composed | Understood | Instructed |
| Modified | Scheduled | Synthesized | Coordinated | Compared | Negotiated |
| Operated | Appraised | Bilingual | Spelled | Led | Developed |
| Implemented | Assisted | Designed | Practiced | Completed | Installed |
| Public Speaking | Conducted |  |  |  |  |

# Words Describing Experience

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Comprehensive | Successful | Broad | Intensive | Solid | General |
| Specific | Extensive | Complete | Consistent | Diversified | Effective |
| In-depth | Scope | Varied |  |  |  |

# Words Describing Successes or Accomplishments

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sold | Purchased | Raised Funds | Made Policy | Strategized | Designed |
| Produced | Planned | Motivated | Developed | Supervised | Hired/Fired |
| Accomplished | Achieved | Reorganized | Saved | Served | Helped |
| Coordinated | Influenced | Promoted | Contributed | Improved | Established |