

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