

## SUGGESTED WORDS TO USE IN YOUR RÉSUMÉ

### ACTION VERBS

Accelerated	Condensed	Enforced	Instituted
Accomplished	Conducted	Engineered	Instructed
Accounted	Constructed	Entitled	Insured
Achieved	Consulted	Established	Integrated
Acquired	Contributed	Evaluated	Intensified
Acted	Contrived	Examined	Interpreted
Adapted	Controlled	Executed	Interviewed
Administered	Converted	Exercised	Introduced
Advanced	Cooperated	Exerted	Invented
Advised	Coordinated	Exhibited	Invested
Analyzed	Correlated	Expanded	Involved
	Corroborated	Experienced	
Answered	Created	Explored	Justified
Applied			
Appointed	Decided	Facilitated	Keynoted
Apprehended	Delegated	Featured	
Appropriated	Derived	Financed	Launched
Approved	Designed	Focused	Lectured
Arranged	Designated	Formalized	Led
Assembled	Detailed	Formed	Licensed
Assessed	Determined	Formulated	Located
Assigned	Developed	Founded	Maintained
Assured	Devised		Made
Attained	Devoted	Governed	Managed
Authorized	Diagrammed	Graduated	Mapped
	Digested	Grasped	Marketed
Brought	Discharged	Guided	Mastered
Broadened	Discovered		Mediated
Built	Discriminated	Handled	Merited
	Dispatched	Harmonized	Mobilized
Catalogued	Displayed	Headed	Modeled
Caused			Modified
Checked	Earned	Implemented	Motivated
Clarified	Educated	Improved	
Combined	Effected	Improvised	Negotiated
Commanded	Elevated	Increased	Nominated
Compiled	Eliminated	Induced	
Completed	Employed	Influenced	Observed
Composed	Enacted	Initiated	Obtained
Conceived	Encouraged	Inspired	Officiated
Concluded	Endowed	Installed	Operated

**ACTION  
VERBS cont'**

Ordered  
Organized  
Originated  
Overcame  
Overhauled  
  
Participated  
Perceived  
Perfected  
Performed  
Persevered  
Persisted  
Persuaded  
Piloted  
Pinpointed  
Placed  
Planned  
Pooled  
Posted  
Practiced  
Prepared  
Presided  
Proceeded  
Procured  
Produced  
Profited  
Programmed  
Projected  
Promoted  
Prompted  
Proposed  
Proved  
Pursued  
  
Raised  
Realized  
Recommended  
Reconciled  
Recorded  
Recruited

Reduced  
Regulated  
Reinforced  
Related  
Remained  
Reorganized  
Represented  
Reported  
Researched  
Reshaped  
Resisted  
Resolved  
Restored  
Resumed  
Revamped  
Revealed  
Reviewed  
Revised  
Revived  
  
Satisfied  
Scheduled  
Secured  
Seized  
Selected  
Served  
Shared  
Situated  
Solved  
Sparked  
Sponsored  
Streamlined  
Stressed  
Structured  
Succeeded  
Supported  
Supervised  
Surpassed  
Sustained  
Synchronized  
  
Taught  
Transacted

Transferred  
Transformed  
  
Understood  
Unified  
Used  
  
Validated  
Ventured  
Verified  
  
Withstood  
Won  
Wrote

**SELF-  
DESCRIPTIVE  
WORDS**

Active  
Adaptable  
Aggressive  
Ambitious  
Alert  
Analytical  
Aspiring  
Attentive  
  
Broad-minded  
  
Cheerful  
Conscientious  
Consistent  
Constructive  
Cooperative  
Creative  
  
Dependable  
Determined  
Diligent  
Diplomatic  
Disciplined

Discrete  
  
Economical  
Efficient  
Energetic  
Enterprising  
Enthusiastic  
Extroverted  
  
Fair  
Forceful  
Imaginative  
Independent  
  
Logical  
Loyal  
  
Mature  
Methodical  
  
Objective  
Optimistic  
  
Perceptive  
Perseverance  
Personable  
Pleasant  
Positive  
Practical  
Productive  
  
Resourceful  
Respective  
  
Self-reliant  
Sense-of-humor  
Sincere  
Sophisticated  
Systematic  
  
Tactful  
Talented

## **DESCRIPTIVE TERMS**

Activity Centers  
Behavior  
Modification  
Departmentalize  
d  
Flexible  
Scheduling  
Full Inclusion  
Individual  
education plan  
Interdisciplinary  
units  
Interdisciplinary  
planning  
Learning  
Centers

