

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
Answered	Corroborated	Experienced	
Applied	Created	Explored	Justified
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

