

Student Employment Services

THE POWER OF LANGUAGE IN RESUMES

Using appropriate language is one of the most important components of writing a resumé. The following lists include *Action Words*, *Skill Oriented Words* and *Adjectives*. Employers look for resumé's which are well written, organized and achievement oriented.

Incorporate some of this language in your resumé.

ACTION WORD LIST

accomplished	counselled	indexed	purchased
achieved	created	influenced	recognized
acquired	critiqued	initiated	recommended
adapted	defined	inspected	reconciled
added	delegated	instituted	recorded
administered	demonstrated	interacted	recovered
adopted	designed	interpreted	recruited
advised	determined	interviewed	rectified
analyzed	developed	introduced	reduced
answered	devised	invented	re-evaluated
applied	directed	investigated	reinforced
appointed	discovered	launched	relieved
approved	displayed	lectured	renegotiated
arbitrated	distributed	liaised	reorganized
arranged	documented	located	repaired
assembled	drafted	maintained	reported
assessed	edited	managed	represented
attained	elected	marketed	researched
audited	eliminated	measured	resolved
budgeted	encouraged	mediated	restored
built	enhanced	moderated	restructured
calculated	enlarged	modified	reviewed
catalogued	ensured	monitored	revised
chaired	established	negotiated	saved
charted	estimated	observed	scheduled
checked	evaluated	obtained	screened
classified	examined	opened	selected
coached	expanded	ordered	served
collected	expedited	originated	sold
compared	experienced	organized	solved
communicated	explained	oversaw	sorted
compiled	facilitated	participated	started
completed	finalized	performed	strengthened
composted	forecasted	persuaded	structured
computed	formulated	planned	summarized
conceived	founded	predicted	supervised
concluded	generated	prepared	supplied
conducted	guided	presented	taught
consolidated	hired	preserved	tested
constructed	hosted	processed	trained
contracted	identified	produced	translated
controlled	illustrated	programmed	tutored
converted	implemented	promoted	updated
co-operated	improved	provided	utilized
co-ordinated	incorporated	published	visualized
corresponded	increased	publicized	volunteered

wrote

These action verbs are classified according to skill areas. This will assist you in preparing a combination functional resumé format.

Management Skills

administered
analyzed
assigned
attained
chaired
contracted
consolidated
co-ordinated
delegated
developed
directed
evaluated
executed
improved
increased
organized
oversaw
planned
prioritized
produced
recommended
reviewed
scheduled
strengthened
supervised

Communication Skills

addressed
arbitrated
arranged
authored
corresponded
developed
directed
drafted
edited

Helping Skills

assessed
assisted
clarified

enlisted
formulated
influenced
interpreted
lectured
mediated
moderated
motivated
negotiated
persuaded
promoted
publicized
reconciled
recruited
spoke
translated
wrote

Research Skills

clarified
collected
critiqued
diagnosed
evaluated
examined
extracted
identified
inspected
interpreted
interviewed
investigated
organized
reviewed
summarized
surveyed
systematized

coached
counselled
demonstrated
diagnosed
educated
facilitated
familiarized
guided
referred

Technical Skills

assembled
built
calculated
computed
designed
devised
engineered
fabricated
maintained
operated
overhauled
programmed
remodelled
repaired
solved
trained
upgraded

Teaching Skills

adapted
advised
clarified
coached
communicated
co-ordinated
developed
enabled
encouraged
evaluated
explained
facilitated
guided
informed
initiated
instructed
persuaded
set goals
stimulated

rehabilitated
represented

Clerical or Detail Skills

approved
arranged
catalogued

Financial Skills

administered
allocated
analyzed
appraised
audited
balanced
budgeted
calculated
computed
developed
forecasted
managed
marketed
planned
projected
researched

Creative Skills

acted
conceptualized
created
designed
developed
directed
established
fashioned
founded
illustrated
instituted
integrated
introduced
invented
originated
performed
planned
revitalized
shaped

classified
collected
compiled
dispatched
executed
generated
implemented
inspected
monitored

operated
organized
prepared
processed

purchased
recorded
retrieved
screened

specified
systematized
tabulated
validated

ADJECTIVES

The following words will help describe your level of performance. They may also be changed to adverbs i.e. accurate to accurately.

accurate
active
adaptable
analytical
artistic
calm
capable
competent
confident
conscientious
creative
critical
dependable

determined
diligent
diplomatic
dynamic
effective
efficient
empathic
energetic
flexible
forceful
helpful
humorous
imaginative

independent
industrious
innovative
insightful
logical
methodical
orderly
organized
original
patient
perceptive
practical
productive

professional
progressive
punctual
reliable
responsible
resourceful
sensitive
skilful
successful
supportive
thorough
versatile