

THE POWER OF LANGUAGE IN RESUMES

Word-smithing or using the appropriate language is an essential part of drafting your resume. Once you have completed the first draft, go back and look at each word. Is it powerful, appropriate and exciting? Rethink and revise making sure you are using the best possible word. Choose words both thoughtfully and economically. Try not to repeat the same wording.

Self-Management Skills

accept
achieve
active
articulate
assertive
caring
cheerful
committed
compassionate
confident
congenial
conscientious
considerate
co-operative
creative
dedicated
dependable
determined
disciplined
dynamic
efficient
empathetic
encouraging
energetic
enterprising
enthusiastic
expressive
fair-minded
friendly
genuine
good-natured
helpful
imaginative
independent
insightful
intelligent

intuitive
knowledgeable
likeable
logical
objective
open-minded
optimistic
orderly
organized
original
outgoing
patient
perceptive
persuasive
poised
precise
productive
professional
quick
rational
realistic
reassuring
receptive
responsive
self-aware
self-confident
sensitive
serious
service-oriented
sincere
skillful
spontaneous
steady
stimulating
strong
sympathetic
talented

thoughtful
trusting
truthful
unique
unpretentious
vigorous
warm

Knowledge of:

experienced in
adept using
understanding of
familiar with
demonstrated expertise in
skilled at
insight into
competent with
appreciation for
excellent command of
practical experience with
potential for

Able to:

skilled at
proficient with
capable of
prepared to
qualified to
accomplished at
facility for
mastery of
aptitude for

Prepared:

drew up
produced
arranged

initiated
composed
constructed
put together

Business Skills

administer
analyze
assign
attain
coach
conduct
conserve
control
coordinate
decide
delegate
deliver
develop
evaluate
facilitate
head
improve
increase
influence
initiate
interview
judge
lead
manage
mediate
mentor
model
motivate
negotiate
organize
plan

prioritize
problem solve
recognize
recommend
recruit
represent
review
schedule
strengthen
supervise
take responsibility
tutor

Communication Skills

address
advise
arbitrate
assist
coach
communicate
consult
correspond
counsel
detail
develop
direct
draft
edit
empathize
enforce
explain
express
follow
formulate
give
help
influence
inform
instruct
interpret
learn
listen
meet
motivate
negotiate
observe
persuade
plan
present
promote
proofread
question
read
recruit
respond

sell
serve
share
speak
summarize
take instructions
talk
teach
team-building
training
translate
verbalize
write

Technical Skills

assemble
build
calculate
circuit construction
compute
configure
connect circuits
design
devise
engineer
fabricate
help desk support skills
install
internet work routing
maintain
measurement techniques
operate
program
remodel
repair
security
solve
synthesis & design of
systems
test & maintain system
train
troubleshoot
upgrade

Financial Skills

administer
allocate
analyze
appraise
assess
audit
balance
budget
calculate
chart

check
classify
collect
compile
compute
consolidate
determine
develop
distribute
evaluate
file
forecast
inspect
inventory
keep
log
maintain
manage
market
memorize
obtain
order
organize
plan
problem solve
process
program
project
purchase
reconcile
record
research
review
schedule
select
sort
systematize
type
verify

Health Care Skills

acute care facility
assessment
case management
continuity of care
document & report
equipment maintenance
fee billing
health maintenance
home health care
in-patient care
long-term care
occupational health
outpatient care
physician relations

plan & evaluate
preventative medicine
primary care
quality care
record & chart
rehabilitation services
skilled nursing facility
treatment strategies

International Business

corporate development
cross-cultural
communications
diplomatic protocol
emerging markets
foreign government affairs
foreign investment
global sales
import
international subsidiary
joint venture
licensing agreements
offshore operations

Engineering

efficiency
experimental design
field performance
occupational safety
process development
product design
project costing
prototype
quality assurance
specifications
statistical analysis
technical briefings
work methods analysis

Marketing

account development
brand management
customer loyalty
customer retention
direct response marketing
emerging markets
global markets
field sales management
campaign management
consultative sales
needs assessment of the
customer