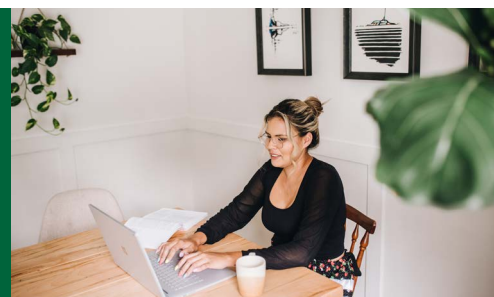


# The Power of Language in Resumes

## CAREER RESOURCES



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	dependable	independent	persuasive	sincere
achieve	determined	insightful	poised	skillful
active	disciplined	intelligent	precise	spontaneous
articulate	dynamic	intuitive	productive	steady
assertive	efficient	knowledgeable	professional	stimulating
caring	empathetic	likeable	quick	strong
cheerful	encouraging	logical	rational	sympathetic
committed	energetic	objective	realistic	talented
compassionate	enterprising	open-minded	responsive	thoughtful
confident	enthusiastic	optimistic	reassuring	trusting
congenial	expressive	orderly	self-aware	truthful
conscientious	genuine	organized	self-confident	unique
considerate	fair-minded	original	sensitive	unpretentious
co-operative	good-natured	outgoing	serious	vigorous
creative	helpful	patient	service-oriented	warm
dedicated	imaginative	perceptive		

### Communication Skills:

address	direct	influence	plan	speak
advise	draft	inform	present	summarize
arbitrate	edit	instruct	promote	take instructions
assist	empathize	interpret	proofread	talk
coach	enforce	learn	question	teach
communicate	explain	listen	read	team-building
consult	express	meet	recruit	training
correspond	follow	motivate	respond	translate
counsel	formulate	negotiate	sell	verbalize
detail	give	observe	serve	write
develop	help	persuade	share	

# The Power of Language in Resumes

## CAREER RESOURCES

### Financial Skills:

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

### Business Skills:

administer	decide	influence	motivate	represent
analyze	delegate	initiate	negotiate	review
assign	deliver	interview	organize	schedule
attain	develop	judge	plan	strengthen
coach	evaluate	lead	prioritize	supervise
conduct	facilitate	manage	problem solve	take responsibility
conserve	head	mediate	recognize	tutor
control	improve	mentor	recommend	
coordinate	increase	model	recruit	

### Technical Skills:

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

### Knowledge of:

experienced in	insight into	account development	global markets
adept using	competent with	brand management	field sales management
understanding of	appreciation for	customer loyalty	campaign management
familiar with	excellent command of	customer retention	consultative sales
demonstrated expertise in	practical experience with	direct response marketing	needs assessment of the
skilled at	potential for	emerging markets	customer

### Marketing:

# The Power of Language in Resumes

## CAREER RESOURCES

Health Care Skills:			
acute care facility	home health care	preventative medicine	
assessment	in-patient care	primary care	
case management	long-term care	quality care	
continuity of care	occupational health	record & chart	
document & report	outpatient care	rehabilitation services	
equipment maintenance	physician relations	skilled nursing facility	
fee billing	plan & evaluate	treatment strategies	
health maintenance			
International Business:		Engineering:	
corporate development	global sales	efficiency	prototype
cross-cultural	import	experimental design	quality assurance
communications	international subsidiary	field performance	specifications
diplomatic protocol	joint venture	occupational safety	statistical analysis
emerging markets	licensing agreements	process development	technical briefings
foreign government affairs	offshore operations	product design	work methods analysis
foreign investment		project costing	
Able to:		Prepared:	
skilled at	accomplished at	drew up	composed
proficient with	facility for	produced	constructed
capable of	mastery of	arranged	put together
prepared to	aptitude for	initiated	
qualified to			