

Key Words for Resumes

Administrative, Clerical, Detail Oriented

accomplished
administered
approved
arranged
catalogued
classified
developed
dispatched
documented
executed
generated
implemented
inspected
maintained
managed
monitored
operated
organized
prepared
prioritized
processed
provided
purchased
recorded
resolved
retrieved
screened
systematized
validated

Communication

addressed
advised
aided
arranged
articulated
authored
clarified
collaborated
communicated
completed

composed
conceived
conducted
consulted
contributed
convinced
cooperated
coordinated
corresponded
counseled
debated
defined
developed
directed
drafted
edited
enlisted
explained
formulated
helped
influenced
informed
inspired
interpreted
interviewed
lectured
marketed
mediated
moderated
motivated
negotiated
persuaded
presented
promoted
publicized
reconciled
recruited
represented
spoke
suggested
summarized
supervised
trained
translated

updated
wrote

Creative

acted
adapted
composed
conceived
conceptualized
crafted
created
customized
designed
developed
directed
established
fashioned
founded
generated
illustrated
improvised
initiated
innovated
instituted
integrated
introduced
invented
marketed
originated
performed
planned
problem solved
revitalized
shaped
synthesized
traveled

Financial

administered
allocated
analyzed
appraised
audited
balanced

budgeted
calculated
compiled
computed
developed
financed
forecasted
formulated
invested
maintained
managed
marketed
planned
prepared
projected
researched
targeted
tracked

Helping

assessed
advised
aided
assessed
assisted
attended
cared for
clarified
coached
coordinated
counseled
delivered
demonstrated
developed
diagnosed
educated
engaged
expedited
facilitated
familiarized
furnished
guided
mentored
motivated

overcame
 provided
 referred
 rehabilitated
 represented
 served

Management
 accomplished
 achieved
 administered
 analyzed
 appointed
 assessed
 assigned
 attained
 chaired
 coached
 consolidated
 consulted
 contracted
 controlled
 coordinated
 delegated
 developed
 directed
 established
 evaluated
 examined
 exceeded
 executed
 implemented
 improved
 increased
 initiated
 led
 managed
 marketed
 negotiated
 organized
 oversaw
 planned
 prepared
 prioritized
 produced
 promoted

recommended
 reconciled
 recruited
 reviewed
 scheduled
 strengthened
 supervised
 targeted
 trained
 transformed

Research
 calculated
 cataloged
 clarified
 collected
 computed
 correlated
 critiqued
 diagnosed
 discovered
 evaluated
 examined
 experimented
 extracted
 extrapolated
 gathered
 identified
 inspected
 investigated
 monitored
 observed
 organized
 proved
 surveyed
 systematized
 tested

Teaching
 adapted
 advised
 clarified
 coached
 communicated
 coordinated
 demystified

developed
 enabled
 encouraged
 explained
 facilitated
 guided
 informed
 instructed
 persuaded
 served
 set goals
 stimulated
 taught
 trained

Technical
 administered
 analyzed
 assembled
 built
 calculated
 computed
 configured
 constructed
 created
 designed
 determined
 developed
 devised
 engineered
 fabricated
 installed
 led
 maintained
 managed
 operated
 overhauled
 oversaw
 programmed
 remodeled
 repaired
 simulated
 solved
 tested
 troubleshoot
 upgraded

used

**Additional
 Strong Verbs**
 Achieved
 Expanded
 Improved
 Pioneered
 Reduced
 Resolved
 Restored
 Spearheaded
 transformed

**RESUME
 DESCRIPTION
 WRITING**

Need help getting started?
 Try the APR (Action,
 Project, Result) formula:

Action Verb:
 “Collected”

+

Project:
 “zooplankton and
 limnology samples”

+

Result:
 “to help monitor the
 health of the water system
 and measure the effects of
 invasive species”

=

“Collected zooplankton
 and limnology samples to
 help monitor the health of
 the water system and
 measure the effects of
 invasive species”