

# UIS CAREER DEVELOPMENT CENTER

## Resume Word List

### Action Verbs and Adverbs- Organized by Skill

#### Management/ Leadership Skills

Administered  
Assigned  
Attained  
Chaired  
Consolidated  
Contacted  
Coordinated  
Delegated  
Developed  
Directed  
Eliminated  
Enhanced  
Enforced  
Established  
Evaluated  
Executed  
Generated  
Headed  
Hired  
Improved  
Incorporated  
Increased  
Inspected  
Instituted  
Managed  
Motivated  
Organized  
Oversaw  
Planned  
Presided  
Prioritized  
Produced  
Recommended  
Reorganized  
Reviewed  
Scheduled  
Strengthened  
Supervised

#### Communication Skills

Addressed  
Advertised  
Arranged  
Collaborated  
Communicated  
Composed  
Condensed  
Contacted  
Convinced  
Corresponded  
Defined

Directed  
Drafted  
Edited  
Elicited  
Explained  
Expressed  
Formulated  
Influenced  
Interpreted  
Interviewed  
Invented  
Investigated  
Located  
Measured  
Organized  
Researched  
Reviewed  
Solved  
Summarized  
Surveyed  
Systematized  
Tested

#### Research Skills

Analyzed  
Clarified  
Collected  
Compared  
Conducted  
Determined  
Evaluated  
Examined  
Extracted  
Formulated  
Gathered  
Identified  
Interpreted  
Interviewed  
Invented  
Investigated  
Located  
Measured  
Organized  
Researched  
Reviewed  
Solved  
Summarized  
Surveyed  
Systematized  
Tested

#### Technical Skills

Applied  
Assembled  
Built  
Calculate  
Conserved  
Constructed  
Designed  
Determined  
Developed  
Installed  
Maintained  
Operated  
Programmed  
Resolved  
Specialized  
Upgraded

#### Teaching Skills

Adapted  
Advised  
Arranged  
Clarified  
Communicated  
Conducted  
Coordinated  
Critiqued  
Developed  
Enabled  
Evaluated  
Explained  
Facilitated  
Guided  
Individualized  
Instructed  
Motivated  
Set goals  
Stimulated  
Taught  
Trained  
Transmitted  
Tutored

*(Continued on back)*

**Creative Skills**

Acted  
 Composed  
 Conceptualized  
 Created  
 Designed  
 Directed  
 Displayed  
 Drew  
 Entertained  
 Fashioned  
 Formulated  
 Founded  
 Illustrated  
 Introduced  
 Invented  
 Modeled  
 Originated  
 Performed  
 Photographed  
 Planned  
 Revised  
 Shaped

**Helping Skills**

Advocated  
 Aided  
 Answered  
 Assisted  
 Cared for  
 Clarified  
 Counseled  
 Diagnosed  
 Educated  
 Encouraged  
 Facilitated  
 Familiarized  
 Furthered  
 Helped  
 Influenced  
 Insured  
 Mentored  
 Provided  
 Referred  
 Rehabilitated  
 Resolved  
 Simplified  
 Supplied  
 Supported  
 Volunteered

**Organizational Skills**

Approved  
 Arranged  
 Catalogued  
 Categorized  
 Charted  
 Classified  
 Coded  
 Collected

Compiled  
 Corresponded  
 Distributed  
 Filed  
 Generated  
 Implemented  
 Inspected  
 Maintained  
 Monitored  
 Operated  
 Organized  
 Prepared  
 Processed  
 Provided  
 Recorded  
 Reviewed  
 Scheduled  
 Sorted  
 Submitted  
 Standardized  
 Systemized  
 Updated  
 Validated  
 Verified

**Financial Skills**

Analyzed  
 Appraised  
 Audited  
 Balanced  
 Budgeted  
 Calculated  
 Computed  
 Developed  
 Estimated  
 Forecasted  
 Managed  
 Marketed  
 Planned  
 Projected  
 Reconciled  
 Reduced  
 Research

**More Verbs...**

Achieved  
 Completed  
 Contributed  
 Effected  
 Electrified  
 Expanded  
 Improved  
 Navigated  
 Negotiated  
 Pioneered  
 Perfected  
 Promoted  
 Quoted  
 Reduced

Resolved  
 Sparked  
 Spearheaded  
 Spoke  
 Succeeded  
 Supervised  
 Surpassed  
 Transferred  
 Unified

**Adverbs**

Accurately  
 Attentively  
 Creatively  
 Efficiently  
 Intelligently  
 Inventively  
 Quickly  
 Responsibly  
 Successfully  
 Uniquely  
 Effectively