

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