

Powerful Resume Language

How you express yourself verbally – orally and in writing – has tremendous impact on the impression you create. If you use language imprecisely, incorrectly, or immaturely, those same adjectives may be applied to you.

A few pointers for resume language:

- ✓ Don't write in full, complete sentences. Phrases, key words, and bullets are preferred.
- ✓ Eliminate personal pronouns (I, me, mine)
- ✓ Use buzzwords, technical jargon, and correct names (i.e. "MS Word, not "word processing")
- ✓ Use action verbs to describe your achievements and experiences.

Communication/People Skills

Addressed	Corresponded	Furnished	Mediated	Recruited
Advertised	Debated	Incorporated	Moderated	Referred
Arbitrated	Defined	Influenced	Negotiated	Reinforced
Articulated	Developed	Interacted	Observed	Reported
Authored	Directed	Interpreted	Outlined	Resolved
Collaborated	Discussed	Interviewed	Participated	Responded
Composed	Drafted	Involved	Persuaded	Solicited
Conferred	Edited	Joined	Presented	Specified
Consulted	Elicited	Judged	Promoted	Summarized
Contacted	Enlisted	Lectured	Proposed	Synthesized
Conveyed	Expressed	Listened	Publicized	Translated
Convinced	Formulated	Marketed	Reconciled	

Creative Skills

Acted	Designed	Fashioned	Introduced	Planned
Adapted	Developed	Formulated	Invented	Revised
Combined	Directed	Founded	Modeled	Revitalized
Composed	Displayed	Illustrated	Modified	Shaped
Conceptualized	Drew	Initiated	Originated	Solved
Condensed	Entertained	Instituted	Performed	
Customized	Established	Integrated	Photographed	

Data/Financial Skills

Administered	Balanced	Determined	Netted	Qualified
Allocated	Budgeted	Estimated	Planned	Reconciled
Analyzed	Calculated	Forecasted	Prepared	Reduced
Appraised	Computed	Marketed	Programmed	Researched
Audited	Conserved	Measured	Projected	Retrieved

Helping Skills

Adapted	Coached	Encouraged	Intervened	Resolved
Advocated	Collaborated	Ensured	Motivated	Simplified
Aided	Contributed	Expedited	Prevented	Supplied
Answered	Counseled	Familiarized	Provided	Supported
Arranged	Demonstrated	Furthered	Referred	Volunteered
Assessed	Diagnosed	Guided	Rehabilitated	
Clarified	Educated	Insured	Represented	



Management/Leadership Skills

Administered	Delegated	Hired	Motivated	Reorganized
Analyzed	Developed	Hosted	Navigated	Replaced
Approved	Directed	Improved	Organized	Restored
Assigned	Emphasized	Incorporated	Originated	Reviewed
Attained	Enforced	Increased	Overhauled	Scheduled
Authorized	Enhanced	Initiated	Oversaw	Secured
Chaired	Established	Inspected	Planned	Selected
Conceptualized	Executed	Instituted	Presided	Streamlined
Consolidated	Generated	Led	Prioritized	Strengthened
Contracted	Handled	Managed	Produced	Supervised
Converted	Headed	Merged	Recommended	Terminated

Organizational Skills

Approved	Corrected	Maintained	Recorded	Supplied
Arranged	Corresponded	Monitored	Registered	Standardized
Catalogued	Distributed	Obtained	Reserved	Systematized
Categorized	Executed	Operated	Responded	Updated
Charted	Filed	Ordered	Reviewed	Validated
Classified	Generated	Organized	Routed	Verified
Coded	Incorporated	Processed	Scheduled	
Collected	Inspected	Provided	Screened	
Compiled	Logged	Purchased	Submitted	

Research Skills

Analyzed	Critiqued	Examined	Inspected	Reviewed
Clarified	Detected	Explored	Interviewed	Summarized
Collected	Determined	Extracted	Invented	Surveyed
Compared	Diagnosed	Formulated	Investigated	Systematized
Conducted	Evaluated	Gathered	Located	Tested

Teaching Skills

Adapted	Developed	Focused	Instructed	Taught
Advised	Enabled	Guided	Motivated	Tested
Clarified	Encouraged	Individualized	Persuaded	Trained
Coached	Evaluated	Informed	Simulated	Transmitted
Critiqued	Explained	Instilled	Stimulated	Tutored

Technical Skills

Adapted	Conserved	Developed	Operated	Restored
Applied	Constructed	Engineered	Overhauled	Specialized
Assembled	Converted	Fabricated	Programmed	Standardized
Calculated	Designed	Fortified	Regulated	Upgraded
Computed	Determined	Installed	Remodeled	Utilize

