

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.
- ✓ Use action verbs to describe your achievements and experiences.

Communication Skills

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

Creative Skills

Acted	Customized	Fashioned	Initiated	Modified
Adapted	Designed	Formulated	Innovated	Performed
Authored	Displayed	Illustrated	Integrated	Photographed
Composed	Entertained	Imagined	Invented	Revitalized
Conceptualized	Established	Implemented	Launched	Shaped
Condensed	Exhibited	Improvised	Modeled	Sketched

Data/Financial Skills

Accounted for	Budgeted	Forecasted	Prepared	Reduced
Adjusted	Calculated	Formulated	Programmed	Retrieved
Administered	Computed	Generated	Projected	Tabulated
Allocated	Conserved	Logged	Qualified	Tracked
Analyzed	Documented	Marketed	Quoted	Transacted
Appraised	Equated	Measured	Reconciled	Transferred
Audited	Estimated	Netted	Recorded	
Balanced	Figured	Planned	Reported	

Helping Skills

Accommodated	Arranged	Educated	Furthered	Rehabilitated
Adapted	Collaborated	Enabled	Guided	Resolved
Advocated	Contributed	Encouraged	Insured	Simplified
Aided	Counseled	Ensured	Intervened	Supplied
Alleviated	Demonstrated	Expedited	Motivated	Supported
Answered	Diagnosed	Fostered	Referred	Volunteered

Management/Leadership Skills

Administered	Delegated	Hired	Navigated	Reviewed
Analyzed	Developed	Hosted	Overhauled	Secured
Approved	Directed	Improved	Oversaw	Selected
Attained	Diversified	Incorporated	Planned	Strengthened
Authorized	Employed	Increased	Presided	Suggested
Chaired	Enforced	Initiated	Produced	Supervised
Conceptualized	Established	Inspected	Recognized	
Consolidated	Expanded	Instituted	Recommended	
Contracted	Governed	Managed	Reorganized	
Converted	Handled	Merged	Replaced	
Decided	Headed	Motivated	Restored	

Organizational Skills

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

Research Skills

Analyzed	Detected	Examined	Inspected	Searched
Collected	Determined	Experimented	Interviewed	Summarized
Compared	Diagnosed	Explored	Investigated	Surveyed
Concluded	Discovered	Extracted	Located	Synthesized
Conducted	Documented	Formulated	Observed	Systematized
Correlated	Evaluated	Gathered	Predicted	Tested
Critiqued	Equated	Identified	Reviewed	Theorized

Teaching Skills

Adapted	Corrected	Enforced	Instilled	Simulated
Advised	Critiqued	Evaluated	Instructed	Stimulated
Assessed	Developed	Facilitated	Lectured	Taught
Assigned	Disciplined	Guided	Motivated	Tested
Clarified	Enabled	Individualized	Persuaded	Trained
Coached	Encouraged	Inspired	Rewarded	Tutored

Technical Skills

Adapted	Computed	Engineered	Overhauled	Standardized
Applied	Conserved	Executed	Programmed	Transmitted
Assembled	Constructed	Fabricated	Regulated	Trouble-shot
Automated	Converted	Fortified	Remodeled	Upgraded
Built	Designed	Graphed	Repaired	Utilized
Calculated	Determined	Installed	Restored	
Calibrated	Devised	Operated	Specialized	