

The following are action-oriented verbs that can be used throughout your resume and personal presentations to convey energy, accomplishments and demonstrated skills. Avoid using the phrase, "Responsibilities include..." which appears all too frequently on resumes.

ACCOMPLISHED	CONSTRUCTED	FACILITATED	PERFORMED
ACHIEVED	CONTRACTED	FORMULATED	PERSUADED
ACQUIRED	CONTROLLED	GATHERED	PROCESSED
ADMINISTERED	COORDINATED	HANDLED	PROJECTED
ADVISED	COUNSELED	IMPLEMENTED	PROMOTED
ANALYZED	CREATED	IMPROVED	QUALIFIED
APPLIED	CRITIQUED	INITIATED	RATED
ARRANGED	DEALT	INSTRUCTED	RECEIVED
ASSESSED	DECODED	INTERPRETED	RECOMMENDED
ASSISTED	DEFINED	INTRODUCED	RECORDED
ASSURED	DELEGATED	INVESTIGATED	RECRUITED
BRIEFED	DEMONSTRATED	MAINTAINED	RELATED
BROUGHT	DESIGNED	MANAGED	REPORTED
BUDGETED	DETERMINED	MEASURED	REPRESENTED
CALCULATED	DEVELOPED	MEDIATED	RESEARCHED
CATALOGED	DEVISED	MODIFIED	REVIEWED
CHAired	DIRECTED	MONITORED	REVISED
COLLECTED	DISPLAYED	MOTIVATED	SELECTED
COMMUNICATED	DISTRIBUTED	NEGOTIATED	SOLVED
COMPARED	EDITED	OBSERVED	SOUGHT
COMPUTED	ENSURED	OBTAINED	SUGGESTED
COMPLETED	ESTABLISHED	OPERATED	SUMMARIZED
CONCEIVED	ESTIMATED	ORDERED	SUPERVISED
CONCLUDED	EVALUATED	ORGANIZED	TRAINED
CONDUCTED	EXPEDITED	PARTICIPATED T	TRANSLATED

The following list will help you identify some of your personal characteristics. Understanding the characteristics that best describe you will be helpful in your search for employment. Use the words that best describe you. You may want to use these in your cover letter.

ACCOMPLISHED	CONSCIENTIOUS	FARSIGHTED	SELF-CONFIDENT
ACCURATE	COOPERATIVE	FLEXIBLE	SKILLFUL
ADAPTABLE	CREATIVE	HONEST	SPONTANEOUS
AGGRESSIVE	DECISIVE	IMAGINATIVE	TENACIOUS
AMBITIOUS	DETERMINED	INDEPENDENT	THOROUGH
ARTICULATE	DILIGENT	INDUSTRIOUS	TRAINED
ASSERTIVE	DISCIPLINED	INGENIOUS	TRUSTWORTHY
BUSINESSLIKE	EAGER	METHODICAL	UNASSUMING
CAPABLE	EASILY-TAUGHT	PERCEPTIVE	UNDERSTANDING
CLEVER	EFFICIENT	PERSEVERING	UNINHIBITED
COMPETENT	ENERGETIC	PROFICIENT	VERBAL
COMPETITIVE	ENTHUSIASTIC	PRUDENT	VERSATILE
CONFIDENT	EXPERIENCED	RESPONSIBLE	WISE