

RESUME ACTION WORDS

Action words help to jazz up your resume and clarify your talents, skills, experience and accomplishments.

A TALENT is what comes naturally to you, or is a SKILL you have learned. Some of your professional TALENTS / SKILLS may include:

Able to Concentrate		Enthusiastic		Punctual
Able to Manage Stress		Friendly		Quick
Accurate		Good-natured		Quiet
Adaptable		Helpful		Rational
Adventurous		Honest		Realistic
Aggressive		Humorous		Reflective
Ambitious		Imaginative		Reliable
Analytical		Independent		Reserved
Assertive		Intelligent		Resourceful
Attentive to Detail		Inventive		Responsible
Businesslike		Kind		Risk-taking
Calm		Likeable		Self-confident
Careful		Logical		Self-controlled
Cautious		Loyal		Sensible
Cheerful		Mature		Sensitive
Clear-thinking		Methodical		Sincere
Competent		Meticulous		Sociable
Competitive		Modest		Stable
Confident		Motivated		Supportive
Conscientious		Open-minded		Tactful
Conservative		Optimistic		Teachable
Consistent		Organized		Tenacious
Creative		Outgoing		Thorough
Curious		Patient		Thoughtful
Diplomatic		Persistent		Tough
Discreet		Persuasive		Trusting
Easy-going		Poised		Trustworthy
Efficient		Practical		Understanding

Emotional		Precise		Versatile
Empathetic		Progressive		Witty

An ACCOMPLISHMENT is a task you have successfully completed on the job.
Some examples of words and phrases that describe ACCOMPLISHMENTS are:

Accelerated		Established		Prepared
Accomplished		Evaluated		Prevented
Achieved		Expanded		Produced
Acquired		Expedited		Proficient in
Adapted		Explained		Programmed
Administered		Facilitated		Promoted
Addressed		Forecasted		Proposed
Analyzed		Formed		Proved
Anticipated		Founded		Provided
Approved		Generated		Published
Assembled		Guided		Purchased
Assisted		Hired		Recommended
Audited		Implemented		Recruited
Budgeted		Improved		Reduced
Calculated		Increased		Reinforced
Centralized		Influenced		Reorganized
Changed		Informed		Reported
Collaborated		Initiated		Researched
Completed		Inspected		Resolved
Composed		Insured		Revamped
Conceived		Interpreted		Reviewed
Condensed		Interviewed		Revised
Conducted		Launched		Scheduled
Constructed		Lectured		Selected
Controlled		Led		Separated
Converted		Maintained		Set Up
Coordinated		Managed		Simplified
Created		Marketed		Solved
Cultivated		Mastered		Staffed

Delegated		Motivated		Streamlined
Demonstrated		Negotiated		Structured
Designed		Obtained		Supervised
Developed		Operated		Supported
Devised		Ordered		Surpassed
Directed		Organized		Surveyed
Discovered		Originated		Taught
Doubled		Oversaw		Tested
Earned		Participated		Trained
Edited		Performed		Translated
Effected		Pinpointed		Used
Eliminated		Planned		Utilized