

The language you use in your résumé says a lot about what type of employee you are and your competency level. The following pages will help you choose words that are applicable and relevant to portray the best image of your abilities.

Key Words/Action Words

Actively	Approve	Completed	Lecture
Established	Generate	Interpret	Reorganized
Evaluate	Program	Proficient	Accelerated
Participated	Solve	Successfully	Adapted
Schedule	Control	Demonstrate	Expanded
Coordinate	Improve	Maintain	Perform
Increased	Recommend	Revamped	Significantly
Proposed	Supervise	Responsible	Conceived
Strategy	Direct	Administer	Influence
Created	Manage	Expedite	Proved
Launched	Motivated	Plan	Structure
Reduced	Responsibilities	Simplicity	Delegate
Support	Revise	Conduct	Lead
Effect	Analyze	Implemented	Reinforced
Eliminate	Founded	Provide	Teach
Organized	Pinpointed	Streamline	
Originate	Set up	Develop	

Self-Describing Words

Professional	Reliable	Self-reliant	Fair
Active	Alert	Broad-minded	Practical
Diplomatic	Economical	Enterprising	Will relocate
Loyal	Objective	Personable	Conscientious
Respective	Optimistic	Tactful	Extroverted
Analytical	Realistic	Creative	Positive
Attentive	Aggressive	Imaginative	Will travel
Determined	Discrete	Perceptive	Enthusiastic
Logical	Methodical	Systematic	Pleasant
Resourceful	Sense-of-humor	Constructive	Talented
Ambitious	Sincere	Forceful	Dependable
Efficient	Adaptable	Productive	Trustworthy
Energetic	Disciplined	Sophisticated	Ethical
Independent	Mature	Consistent	

Keywords for Interpersonal Traits

Ability to delegate	Ability to implement	Ability to plan	Ability to train
Accurate	Adaptable	Aggressive	Analytical ability
Assertive	Communication skill	Competitive	Conceptual ability
Creative	Customer oriented	Detail minded	Empowering others
Ethical	Flexible	Follow instructions	Follow through
Follow up	High energy	Industrious	Innovated
Leadership	Multitasking	Open minded	Open communication
Oral communication	Organizational skills	Persuasive	Problem solving
Public speaking	Results oriented	Risk taking	Safety conscious
Self accountable	Self management	Sensitive	Setting priorities
Supportive	Takes initiative	Team building	Team player
Tenacious	Willing to travel		

Sample of Occupational Keywords

Occupational keywords include skills, titles, and occupational buzz words

Account manager
Accounts receivable
Acquisitions
Bachelors Degree
Bank Card
Bank reconciliation
Batch processing
Benchmarking
Blueprint reading
Brochures
Budget
Bulletins
CAD
Calibrator
Carpentry
Cash Flow
Cell Culture Media
Cement
Child Care
Claims Justification
Commercial Leasing
Copy Editing
Counselor
Crisis Management
Cross-culture training
Debugging
Decision making
Demographics
Dental management
Die casting
Dietitian
Drywall
Ecology
Electronics
Employee assistance
Engineer
Financial planning
Food preparation
Gas pipeline
Goal setting
Graphic design
Grant writer
Guest services
Harnessing
Hiring/firing
Hotel
ISO 9000
Journalism
Journeyman
Layout design
Logic analyzer
Magnetic theory
Manager
Marketing
Master's Degree
Microprocessor
Microsoft word
Nursing
Oscillator
Pelletizing
Patient advocate
Payroll
Personal computer
Process metallurgy
Proposal writing
Psychology
Public Relations
Purchasing
Radio
Raw materials
Receptionist
Reporter
Research
Sales
Secretarial
Software modeling
Spanish
Spreadsheets
Statistical Process Control
Stick Welding
Strategic Planning
Student Personnel
Supervisor
Taxonomy
Teacher
Technical Writing
Time Management
Transportation
Travel
Wave Solder
WordPerfect
Workflow
Writer

ACTION WORDS

ORGANIZATIONAL

Assembled	Collected	Centralized	Updated	Routed
Enforced	Executed	Formalized		Catalogued
Prepared	Planned	Processed	Coordinated	Maintained
Reorganized	Scheduled		Implemented	Recorded

LEADERSHIP

Allocated	Oversaw	Staged	Produced	Moderated
Hired		Elected	Supervised	Represented
Operated	Sponsored	Instituted	Formed	Governed
Spearheaded	Directed	Presided	Managed	Motivated
Determined		Started	Recruited	Selected
Initiated	Inspired	Enlisted	Founded	
	Pioneered	Led		

COMMUNICATION SKILLS

Acquainted	Lectured	Listened	Translated	Contacted
Drafted			Conducted	Informed
Introduced	Taught	Trained	Handled	Responded
Summarized	Answered	Briefed		Demonstrated
Apprised	Explained	Familiarized	Reported	Instructed
Educated		Presented	Wrote	Spoke

RESEARCH

Analyzed	Assessed	Audited	Compiled	Consulted
Detected	Discovered	Documented	Edited	Evaluated
Examined	Gathered	Identified	Interpreted	Interviewed
Researched	Searched	Surveyed	Tested	

CREATIVITY

Authored	Originated	Established	Designed
Created	Conceived	Revolutionized	Invented
Devised	Composed	Conceptualized	

HELPING SKILLS

Aided	Attended	Assisted	Collaborated	Contributed
Counseled	Comforted	Facilitated	Fostered	Guided
Helped	Instilled	Mentored		Settled
Supported	Tutored	Treated	Provided	

SELLING

Arbitrated	Secured	Publicized	Dissuaded	Encouraged
Marketed	Convinced	Solicited	Negotiated	Persuaded
Promoted	Mediated		Resolved	Sold

OTHER ACTION VERBS

Adapted	Revitalized	Shopped	Modernized	Raised
	Augmented		Supplemented	Utilized
Developed	Eliminated	Boosted	Built	Catered
Generated	Increased	Excelled	Expedited	Financed
Revamped	Saved	Mastered	Published	Reconciled
Attained	Awarded	Strengthened	Tended	Decreased
Ensured	Exceeded	Broadened	Calculated	Gained
Improved	Launched	Expanded	Fabricated	Reduced

Transferable Skills-Skills you have acquired from your education and employment experience that you can market to new employers.

Communication: the skillful expression, transmission and interpretation of knowledge and ideas.

- Speaking effectively
- Writing concisely
- Listening attentively
- Expressing ideas
- Facilitating group discussion
- Providing appropriate feedback
- Negotiating
- Perceiving nonverbal messages
- Persuading
- Reporting information
- Describing feelings
- Interviewing
- Editing

Research and Planning: the search for specific knowledge and the ability to conceptualize future needs and solutions for meeting those needs.

- Forecasting, predicting
- Creating ideas
- Identifying problems
- Imagining alternatives
- Identifying resources
- Gathering information
- Solving problems
- Setting goals
- Extracting important information
- Defining needs
- Analyzing
- Developing evaluation strategies

Human Relations: the use of interpersonal skills for resolving conflict, relating to and helping people.

- Developing rapport
- Being Sensitive
- Listening
- Conveying feelings
- Providing support for others
- Motivating
- Sharing credit
- Counseling
- Cooperating
- Delegating with respect
- Representing others
- Perceiving feelings, situations
- Asserting

Organization, Management and Leadership: the ability to supervise, direct and guide individuals and groups in the completion of tasks and fulfillment of goals. Work Survival: the day-to-day skills that assist in promoting effective production and work satisfaction.

- Implementing decisions
- Cooperating
- Enforcing policies
- Being punctual
- Managing time
- Attending to detail
- Meeting goals
- Enlisting help
- Accepting responsibility
- Setting and meeting deadlines
- Organizing
- Making decisions
- Initiating new ideas
- Handling details
- Coordinating tasks
- Managing groups
- Delegating responsibility
- Teaching
- Coaching
- Counseling
- Promoting change
- Selling ideas or products
- Decision making with others
- Managing conflict

