



Action Words

Give your resume direction and power with the use of action words. Highlight your responsibilities and duties of your prior jobs with skill statements that use action words.

Communication

- Clarified
- Drafted
- Explained
- Motivated
- Presented
- Wrote
- Formulated
- Negotiated

Management

- Developed
- Coordinated
- Directed
- Established
- Presided
- Improved
- Evaluated
- Supervised
- Administered

Research

- Summarized
- Identified
- Inspected
- Evaluated
- Assessed
- Designed
- Researched

Helping

- Advised
- Instructed
- Oriented
- Represented
- Facilitated
- Arranged
- Diagnosed