

100 Great Resume Words

Use action words and active voice in your resume to help grab the reader's attention.

The words you choose for your resume can help you catch the attention of a potential employer. It is important to use action words and to write in the "active voice" instead of "passive voice."

For instance:

- Passive voice: "Monthly financial reports were generated by me." — **BAD!**
- Active voice: "Generated monthly financial reports." — **GOOD!**
- Your bullet points for your job responsibilities should start with an action verb. Once you have used one of the verbs – try to not use it again. Remember you are trying to show that you have a variety of skills.
- Try to use at least 5-10 of the terms below in your resume.

Here are some words you can use to make your resume more attention grabbing and dynamic:

| | | | |
|---------------|-------------|--------------|--------------|
| Assist | Examined | Negotiated | Represented |
| Able | Facilitate | Observed | Restructured |
| Action | Formulate | Obtained | Revised |
| Analysis | Fulfilled | Operated | Safeguarded |
| Achievement | Forecasted | Organized | Secured |
| Accomplished | Generated | Originated | Selected |
| Advanced | Gained | Overhauled | Specified |
| Conduct | Gathered | Oversaw | Spearheaded |
| Consult | Gave | Participated | Standardized |
| Committed | Headed | Performed | Strengthened |
| Conducted | Hosted | Pioneered | Structured |
| Contributed | Identified | Planned | Suggested |
| Coordinated | Implemented | Prepared | Superseded |
| Delegated | Improved | Presented | Supervised |
| Develop | Improvised | Promoted | Targeted |
| Deliver | Influenced | Provided | Taught |
| Design | Launched | Published | Tested |
| Defined | Lobbied | Pursued | Trained |
| Diversified | Maintained | Quantified | Transcended |
| Devoted | Managed | Ranked | Unified |
| Distinguished | Marketed | Received | Upgraded |
| Encourage | Maximized | Recommended | Utilized |
| Earned | Mediated | Redesigned | Validated |
| Enhance | Modernized | Reengineered | Valued |
| Evaluate | Motivated | Reorganized | Wrote |

<http://www.aie.org/finding-a-career/writing-your-resume/100-great-resume-words.cfm>

Below: http://ucs.yalecollege.yale.edu/sites/default/files/Resume_Action_Verbs.pdf

Resume Action Verbs

Accentuated

Accompanied

| | | |
|--------------|-------------|--------------|
| Achieved | Audited | Communicated |
| Acquired | Authored | Compared |
| Acted | Awarded | Compiled |
| Adapted | Balanced | Composed |
| Addressed | Blended | Conducted |
| Adjusted | Blocked | Conserved |
| Administered | Bought | Considered |
| Adopted | Bridged | Consolidated |
| Advanced | Broadened | Constructed |
| Advertised | Budgeted | Consulted |
| Advised | Built | Contacted |
| Advocated | Calculated | Contracted |
| Aided | Canvassed | Contributed |
| Allotted | Capitalized | Controlled |
| Amended | Catalogued | Converted |
| Amplified | Cautioned | Conveyed |
| Analyzed | Centralized | Convinced |
| Anticipated | Certified | Cooperated |
| Applied | Chaired | Coordinated |
| Appointed | Challenged | Counseled |
| Appraised | Changed | Corresponded |
| Approved | Chartered | Created |
| Arranged | Checked | Critiqued |
| Articulated | Cited | Cultivated |
| Assembled | Clarified | Debated |
| Assessed | Classified | Decided |
| Assigned | Closed | Decreased |
| Assisted | Co-authored | Deducted |
| Attended | Coached | Defined |

| | | |
|--------------|--------------|--------------|
| Delegated | Enhanced | Graded |
| Delivered | Established | Guided |
| Demonstrated | Estimated | Handled |
| Described | Evaluated | Headed |
| Designated | Examined | Hired |
| Designed | Executed | Hosted |
| Detected | Exhibited | Identified |
| Determined | Expanded | Illustrated |
| Developed | Expedited | Implemented |
| Devised | Experimented | Improved |
| Devoted | Explained | Incorporated |
| Diagnosed | Explored | Increased |
| Diagramed | Expressed | Influenced |
| Directed | Facilitated | Informed |
| Discovered | Fielded | Initiated |
| Discussed | Finalized | Innovated |
| Displayed | Finished | Inspected |
| Dissected | Focused | Inspired |
| Distributed | Forecasted | Installed |
| Documented | Forged | Instituted |
| Drafted | Formalized | Instructed |
| Drew | Formed | Integrated |
| Earned | Formulated | Interacted |
| Edited | Fostered | Interpreted |
| Educated | Founded | Interviewed |
| Elected | Framed | Introduced |
| Enabled | Furthered | Investigated |
| Encouraged | Gathered | Issued |
| Engineered | Generated | Launched |

| | | |
|--------------|---------------|--------------|
| Led | Pioneered | Responded |
| Linked | Planned | Restored |
| Lobbied | Played | Revamped |
| Maintained | Plotted | Reviewed |
| Managed | Predicted | Revised |
| Mapped | Prepared | Revitalized |
| Marketed | Presented | Revived |
| Measured | Processed | Scheduled |
| Mediated | Produced | Screened |
| Mentored | Programmed | Scrutinized |
| Mobilized | Promoted | Secured |
| Modeled | Proposed | Selected |
| Modified | Provided | Served |
| Monitored | Publicized | Serviced |
| Motivated | Purchased | Settled |
| Navigated | Qualified | Shaped |
| Negotiated | Questioned | Simulated |
| Observed | Raised | Sold |
| Orchestrated | Ranked | Solicited |
| Organized | Recorded | Solved |
| Originated | Redesigned | Sought |
| Outlined | Refined | Specialized |
| Overhauled | Rehabilitated | Specified |
| Oversaw | Remodeled | Spoke |
| Participated | Reorganized | Sponsored |
| Partnered | Repaired | Staffed |
| Performed | Represented | Standardized |
| Persuaded | Researched | Stimulated |
| Photographed | Resolved | Streamlined |

Strengthened

Studied

Submitted

Summarized

Supervised

Supplied

Supported

Surveyed

Tailored

Taught

Targeted

Tested

Trained

Translated

Updated

Verified

Wrote