

Effective resumes use an active voice in describing experiences. Most employers do not want to see, “responsibilities include...”, they want to know what actions you took. Use power words to effectively communicate your experiences.

Keywords are also used heavily to search resumes and sort who has the requisite skills needed. “Thesaurus” can identify words to use, as well as the listings below.

## GENERAL LIST

ACCOMPLISHED	DEALT	IMPROVED	PROJECTED	ACHIEVED
DEBATED	INCLUDED	PROMOTED	ADVISED	DECIDED
INCREASED	PURCHASED	APPRAISED	DEFINED	INDICATED
QUALIFIED	ASSURED	DELIVERED	INSTRUCTED	QUESTIONED
BRIEFED	DEMONSTRATED	INSURED	RATED	BUDGETED
DISPENSED	INTERPRETED	RECOGNIZED	CALCULATED	EARNED
INTERVIEWED	RECOMMENDED	CLOSED	EDITED	INTRODUCED
RECORDED	COACHED	EDUCATED	INVESTIGATED	RENOVATED
COMBINED	ENSURED	LAUNCHED	STREAMLINED	COMMUNICATED
ENTERTAINED	LOCATED	SUMMARIZED	COMPUTED	EXAMINED
MEDIATED	SKETCHED	CONCEIVED	EXCELLED	NEGOTIATED
TARGETED				

## PLANNING-BASED ACTION

ADMINISTERED	ANTICIPATED	COMMISSIONED	DETERMINED	DEVELOPED
DEvised	EVALUATED	FORECASTED	FORMULATED	IDENTIFIED
OBSERVED	PLANNED	PREPARED	PRIORITIZED	RESEARCHED
REVISED	STRATEGIZED	STUDIED	TAILORED	

## ORGANIZING ACTION WORDS

ACQUIRED	ACTIVATED	ADJUSTED	ALLOCATED	ALTERED
APPOINTED	ARRANGED	ASSEMBLED	CATALOGUED	CENTRALIZED
CHARTED	CLASSIFIED	COLLECTED	COMMITTED	CONFIRMED
CONTRACTED	COORDINATED	CUSTOMIZED	DELEGATED	DESIGNATED
DESIGNED	ESTABLISHED	FACILITATED	IMPLEMENTED	INCORPORATED
INSTITUTED	OBTAINED	ORDERED	ORGANIZED	PROCURED
RECRUITED	RECTIFIED	SELECTED	SECURED	SIMPLIFIED
SUGGESTED	TRACKED			

## EXECUTING ACTION WORDS

ACTED	CARRIED OUT	COLLECTED	COMPLETED	CONDUCTED
DISPLAYED	DISTRIBUTED	INSTALLED	OPERATED	PERFORMED
PROCESSED	PRODUCED	PROOFED	SOLD	TRANSACTIONED

## SUPERVISING ACTION

ADJUSTED	ANALYZED	APPORTIONED	ASSESSED	COMPARED
CONTROLLED	CORRECTED	DISCOVERED	ESTABLISHED	GRADED
INSPECTED	MAINTAINED	MEASURED	MODIFIED	MONITORED
OFFICIATED	OVERSAW	REVIEWED	REVISED	SCREENED
SET	SCRUTINIZED	SUPERVISED	UPGRADED	

## LEADING ACTION WORDS

ACCELERATED	ASSUMED	CHAired	CHANGED	CONDUCTED
DIRECTED	ELECTED	EMPLOYED	EMPOWERED	ENCOURAGED
ENLISTED	ENVISIONED	FOSTERED	FOUNDED	GUIDED
HIRED	INFLUENCED	INITIATED	INSPIRED	INVOLVED
LED	MANAGED	MOTIVATED	MENTORED	PIONEERED
PROMOTED	RAISED	SET GOALS	SPEARHEADED	STIMULATED
STRENGTHENED	SUPERVISED	TRAINED	TRANSFORMED	VISUALIZED