

LIST OF ACTION VERBS

Accomplishing Verbs	Gave**	Secured	Charted	Streamlined
Accepted**	Handled**	Selected**	Composed*	Supplemented
Achieved*	Honored	Sent	Conceived	Tailored
Acquainted*	Influenced	Served	Constructed	Updated
Acquired*	Inspected	Sold	Created*	Upgraded
Addressed	Installed	Translated	Designed	Observed
Answered**	Interpreted	Transported	Developed*	Researched
Applied	Justified	Traveled*	Devised	Reviewed*
Appraised	Learned*	Treated	Duplicated	Sampled
Assembled	Located**	Validated	Fabricated	Screened
Assured	Logged	Visited	Fashioned	Studied
Attained**	Maintained	Worked*	Formed	Surveyed
Attended**	Marketed	Assisting Verbs	Formulated**	Unearthed
Audited	Mastered	Advised**	Founded	Speaking Verbs
Awarded	Merchandised	Aided	Generated	Articulated
Balanced	Monitored	Arbitrated	Initiated	Communicated*
Brainstormed	Motivated**	Assisted**	Innovated	Dissuaded
Captured	Observed	Cared**	Inspired	Explained
Certified	Obtained**	Collaborated	Introduced**	Informed**
Closed	Opened	Consulted	Invented	Lectured
Communicated*	Operated	Contributed	Launched	Negotiated
Compiled	Ordered	Coordinated*	Originated	Persuaded
Completed	Packaged	Counseled	Pioneered	Teaching Verbs
Concentrated	Performed**	Encouraged**	Planned*	Clarified
Converted	Pinpointed	Greeted	Produced	Coached
Critiqued	Played	Guided**	Shaped	Educated
Defined	Prepared	Helped	Started*	Familiarized*
Delivered	Presented	Hosted	Improving Verbs	Instructed*
Demonstrated*	Processed**	Interacted*	Adapted**	Mentored
Detected	Projected	Interfaced**	Eliminated	Taught*
Determined	Proposed	Liaised	Formalized	Trained
Discovered**	Provided**	Mediated	Improved*	Tutored
Dissuaded	Purchased	Moderated	Modernized	Writing Verbs
Distributed	Raised Reached	Offered	Modified	Authored
Earned	Realized**	Participated*	Reconciled	Briefed
Enabled	Received	Partnered	Reconstructed	Composed
Ensured	Recommended	Protected	Rectified	Corresponded**
Executed	Recorded	Served*	Reduced*	Documented*
Exhibited**	Referred	Supported*	Remodeled	Drafted
Experienced**	Repaired Replied	Upheld	Reshaped	Edited
Facilitated	Represented	Volunteered**	Resolved	Proofread
Finished**	Resolved	Welcomed**	Restored	Publicized
Focused	Responded	Creating Verbs	Revamped	Published
Fostered	Routed	Articulated	Revised**	Recorded
Founded	Saved	Assembled	Revitalized	Reported
Functioned**	Scheduled	Authored	Revolutionized	Transcribed
Gained	Screened	Built**	Solved**	Wrote*
			Stimulated	

* Denotes words often overused on résumés. Use them carefully if they are particularly apt for the field.

** Denotes words that are informal, weak, or generic. Use them sparingly and in context.

LIST OF POSITIVE TRAITS AS ADJECTIVES

Able**	Cooperative**	Focused Forceful	Mature	Quick-thinking
Accepting**	Courageous*	Forthright	Methodical	Rational**
Accommodating	Courteous**	Frank**	Meticulous	Realistic
Accomplished**	Creative	Friendly	Modest*	Reflective**
Accurate	Curious**	Frugal	Motivated	Reliable**
Active	Decisive	Generous	Obedient**	Resilient
Adaptable	Dedicated	Gentle**	Objective	Resolute
Adept	Dependable**	Genuine*	Observant	Resourceful
Adventurous	Detail-oriented	Giving	Optimistic	Respectful
Agreeable**	Determined	Good**	Orderly	Responsible
Alert	Devoted**	Good-natured	Organized	Self-assured
Ambitious	Dignified*	Graceful**	Outgoing	Self-aware
Analytical	Diligent	Gracious	Patient	Self-confident
Approachable**	Diplomatic	Gregarious	Peace-loving**	Self-controlled
Apt	Direct	Happy**	Perceptive	Self-motivated
Articulate	Discerning	Hardworking	Persevering	Self-reliant
Artistic	Disciplined	Hopeful**	Persistent	Self-sufficient
Assertive	Discrete	Hospitable	Personable	Sensitive**
Attentive	Distinguished*	Humble*	Persuasive	Sincere**
Bold	Dutiful	Humorous**	Pleasant**	Serious
Bright*	Dynamic	Informed	Poised	Sharp*
Business-like	Eager**	Imaginative	Polite	Skillful
Calm**	Earnest	Incisive*	Popular*	Smart*
Candid**	Easygoing**	Independent	Positive	Sociable**
Capable	Educated*	Industrious	Practical	Social**
Careful	Effective	Innovative	Precise	Steady**
Caring**	Efficient	Insightful	Proactive	Successful**
Cheerful**	Eloquent	Inspiring*	Productive	Success-oriented
Clear-thinking	Encouraging*	Intellectual*	Professional	Supportive**
Committed	Energetic	Intelligent*	Proficient	Sympathetic**
Compassionate**	Enterprising	Intuitive	Profit-minded	Systematic
Competent	Enthusiastic	Inventive	Profit-oriented	Tactful
Competitive	Ethical	Investigative	Progressive	Talented*
Composed	Exacting	Kind**	Prolific	Team-oriented
Confident	Experienced**	Knowledgeable	Prompt	Tenacious
Congenial	Expert*	Learned*	Prudent	Thorough
Conscientious**	Expressive	Level-headed	Punctual	Thoughtful
Considerate**	Extroverted	Lively**	Purposeful	Trusting**
Consistent**	Fair-minded	Logical	Qualified	Trustworthy**
Constructive	Faithful**	Loving**	Quick**	Undaunted*
Convincing*	Flexible	Loyal**		

* Denotes words that may be perceived as boastful, depending upon your skills and résumé content. Use these cautiously.

** Denotes words that tend to be too general/ generic or too informal or that are overused on résumés. Use these sparingly and, if possible, only in a context that illustrates what you mean.

Schultze, Quentin J. (2012-03-27). Resume 101: A Student and Recent-Grad Guide to Crafting Resumes and Cover Letters that Land Jobs (Kindle Locations 3172-3210). Potter/TenSpeed/Harmony. Kindle Edition.