

Effective Resume Terms

Job descriptions always begin with an action verb. These are keywords that signal employers that you have the skills, talents, and experience to match their job requirements. A thesaurus can assist you with finding keywords. Be sure not to use the same word more than once. The following is a list of resume terms that can be used to assist you:

accomplished	boosted	entertained	invested	printed	simplified
achieved	bought	established	launched	prioritized	sketched
acquainted	briefed	estimated	lectured	processed	sold
acted	broadened	evaluated	led	produced	solicited
activated	budgeted	examined	liaised	programmed	solved
adapted	built	exceeded	maintained	promoted	sorted
addressed	calculated	executed	managed	proofread	sources
adjusted	calibrated	expanded	manipulated	proposed	sparked
administered	catalogued	expedited	mapped	provided	spoke
adopted	centralized	expressed	marketed	publicized	stabilized
advanced	certified	facilitated	mediated	purchased	stimulated
advertised	chaired	familiarized	majorled	realized	streamlined
advised	changed	fashioned	ministered	reassured	strengthened
aided	charted	fixed	modeled	recommended	studied
aligned	chartered	followed-up	moderated	reconciled	suggested
allocated	comforted	forecast	navigated	reconstructed	summarized
amplified	compared	formalized	negotiated	recorded	supplemented
analyzed	compiled	formulated	nourished	recruited	supplied
answered	composed	forwarded	nursed	rectified	supported
anticipated	counseled	fostered	nurtured	reduced	systemized
applied	demonstrated	founded	obliged	referred	tabulated
appraised	designed	funded	observed	reformed	tended
apprised	developed	furthered	obtained	rehabilitated	timed
appropriated	diagnosed	gained	operated	repaired	trained
approved	directed	gathered	optimized	reported	translated
arbitrated	dispensed	generated	ordered	represented	traveled
arranged	distributed	governed	organized	researched	treated
articulated	diverted	guided	originated	reshaped	tutored
ascertained	documented	helped	overhauled	resolved	understanding
assembled	draped	hired	packaged	restored	unified
assessed	dramatized	identified	painted	retrieved	updated
assisted	drew	increased	participated	revamped	used
assured	economized	influenced	perfected	reviewed	useful
attained	educated	informed	performed	rewrote	utilized
attended	elected	initiated	persuaded	routed	verified
audited	electrified	innovated	photographed	saved	visited
augmented	eliminated	inspired	piloted	secured	vital
authorized	empowered	installed	planned	sewed	vivid
awarded	enabled	instituted	predicted	settled	wisdom
tutored	enacted	instructed	prepared	saved	won
understanding	encouraged	integrated	prescribed	shaped	wrote
unified	enlarged	interfaced	preserved	shopped	