

Great Resume Vocabulary

Here is a list of action verbs that will be useful to you in your resume writing. Many of these verbs are synonymous of one another, but will have the effect of spicing up your resume. It is important to have a well written resume since it is a reflection of your skills. Overuse of certain words and verbs in your resume can have a negative effect on the reader. It is therefore to your advantage to really make an effort at crafting your sentences. This is not to mean overdoing it either (too many adjectives, and too complex a sentence will actually be a barrier to easy flow) but you want to create something that is a reflection of yourself on a page that sounds engaging, intellectual and most importantly clear.

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|---------------------|---------------------|--------------------|---------------------|--------------------|
| administered | demonstrated | implemented | participated | reorganized |
| analyzed | designed | increased | performed | responsible |
| completed | directed | initiated | pinpointed | reviewed |
| conceived | evaluated | launched | programmed | revised |
| conducted | established | lectured | proposed | scheduled |
| controlled | expanded | led | proved | simplified |
| coordinated | expedited | motivated | provided | solved |
| created | founded | structured | reduced | streamlined |
| delegated | generated | organized | reinforced | supervised |

