

ACTION VERBS

Business Related

Administered	Coordinated	Interviewed	Scheduled
Advised	Corresponded	Managed	Summarized
Balanced	Defined	Planned	Supervised
Budgeted	Demonstrated	Proposed	Trained
Compiled	Evaluated	Purchased	Updated

Science Related

Adapted	Created	Instructed	Reduced
Analyzed	Described	Investigated	Reported
Applied	Documented	Monitored	Solved
Calculated	Formulated	Performed	Tested
Classified	Identified	Processed	Verified

Engineering Related

Achieved	Designed	Inspected	Reorganized
Appraised	Developed	Initiated	Researched
Assembled	Devised	Introduced	Resolved
Conducted	Formulated	Originated	Revamped
Converted	Generated	Programmed	Strengthened

Social Science Related

Abstracted	Clarified	Informed	Referred
Advised	Directed	Lectured	Screened
Advocated	Educated	Organized	Selected
Consulted	Enforced	Presented	Supported
Counseled	Implemented	Recruited	Tutored

Miscellaneous

Allocated	Edited	Instituted	Prepared
Balanced	Examined	Maintained	Reduced
Controlled	Increased	Mediated	Translated

KEY WORDS

These are the specialized words, usually nouns, and short phrases that identify your skills and accomplishments which are relevant to your career field and the job you are seeking. Key words serve as the basis for an electronic search for specific skills, knowledge, training, certifications, and experiences. To determine which key words to include in a resume, refer to a job description or recruitment ad.

Examples of key words include the following: systems analysis, strong oral communication skills, fluent in Spanish, President of Beta Gamma Sigma, Master of Science in Computer Science, managed budget, and Web design.