List of Words to Use in Your Résumé

Your résumé must emphasize what you have done in an interesting and enthusiastic way. Use words that describe your capabilities, skills and accomplishments. Below is a list of action words. Check the ones you want to highlight on your résumé. Review the **JobSearch Guides:** *How to Write a Résumé and Components of a Résumé.*

___	act	___	counsel	___	facilitate
___	adapt	___	create	___	file
___	administer	___	deliver	___	fix
___	advise	___	design	___	follow
___	analyze	___	detail	___	generate
___	arrange	___	detect	___	give
___	arbitrate	___	develop	___	guide
___	assist	___	diagnose	___	identify
___	audit	___	direct	___	imagine
___	build	___	discover	___	implement
___	calculate	___	display	___	improve
___	check	___	distribute	___	improvise
___	coach	___	dramatize	___	influence
___	communicate	___	draw	___	increase
___	compile	___	drive	___	initiate
___	compose	___	edit	___	inspect
___	conduct	___	enforce	___	instruct
___	compute	___	ensure	___	install
___	contribute	___	establish	___	interpret
___	control	___	evaluate	___	invent
___	consult	___	examine	___	investigate
___	construct	___	execute	___	judge
___	coordinate	___	express	___	lead

___	learn	___	promote	___	sing
___	listen	___	provide	___	solve
___	make	___	publicize	___	speak
___	manage	___	purchase	___	start
___	memorize	___	raise	___	study
___	model	___	read	___	supervise
___	modify	___	reason	___	supply
___	motivate	___	recommend	___	talk
___	negotiate	___	reconcile	___	teach
___	observe	___	recruit	___	train
___	operate	___	reduce	___	transcribe
___	originate	___	relate	___	translate
___	organize	___	reorganize	___	travel
___	oversee	___	repair	___	tutor
___	paint	___	report	___	type
___	perform	___	research	___	understand
___	photograph	___	resolve	___	unify
___	pilot	___	restore	___	verbalize
___	plan	___	review	___	utilize
___	prepare	___	risk	___	verify
___	present	___	schedule		
___	print	___	sell		
___	produce	___	sew		
___	program	___	share		

Internet resources

www.simple-resume-writing-instructions.com/resume-action-words.html – Words to use in your résumé.
http://career-advice.monster.com/resumes-cover-letters/resume-writing-tips/10-words-ruin-resume/article.aspx -- Words and phrases not to use.
www.careerealism.com/top-resume-words/-- One hundred power words.