

ACTION VERBS -- TO ENHANCE YOUR RESUME

When promoting yourself, you must express your skills, assets, experience, and accomplishments in an active voice. This is in an easy, straightforward and economical manner. Begin each descriptive section with an Action Verb. The following sample list, create your own that reflects your discipline and skills.

Management Skills

administered
analyzed
assigned
attained
chaired
contracted
consolidated
coordinated
delegated
developed
directed
evaluated
executed
improved
increased
organized
planned
prioritized
produced
supervised
scheduled
strengthened

Communication Skills

recommended
addressed
arbitrated
arranged
authored
corresponded
developed
directed
drafted
edited
enlisted
formulated
influenced
interpreted
lectured
mediated
moderated
motivated
negotiated
publicized
persuaded
promoted

Research Skills

clarified
collected
critiqued
diagnosed
evaluated
examined
extracted
identified
inspected
interpreted
interviewed
investigated
organized
review
summarized
surveyed
systematized

PERSONAL CHARACTERISTICS

- List all the qualities that you can think of that you would use in describing yourself. Don't be modest!
- Then, ask one or more people who know you to review your list. Ask them how they would describe you. Jot down their thoughts and add their input to your list.
- Try to think about yourself in an analytical way.
This is how prospective employers will be viewing you. By sorting out in advance the kind of "personality approach" you will bring to a job situation; you will be in a position to express in letters, in your resume and during interviews how you would tackle a job and why you would do well at it.

THE POSSIBILITIES ARE ENDLESS! HERE ARE SOME IDEAS...

Punctual	Neat and tidy	Tactful
Hard working	Energetic	Work well alone
Good "telephone personality"	Articulate	Creative
Healthy	Perfectionist	Persevering
Enthusiastic	Work well with others	Enjoy challenges
Quick learner	Flexible	Conscientious
Well-organized	Resourceful	Thorough
Patient	Open to new ideas	Original
Amiable	Cope well with pressure	Sharp-witted
Compassionate	Analytical	Open-minded
Punctual	People-oriented	Consistent
Dedicated	Firm	Calm
Sensitive	Deliberate	Computer literate
Diplomatic		Discreet
		Cheerful

Technical Skills

assembled
built
calculated
computed
designed
devised
engineered
fabricated
maintained
operated
overhauled
programmed
remodeled
repaired
solved
trained
upgraded

Teaching Skills

adapted
advised
clarified
coached
communicated
coordinated
developed
enabled
encouraged
evaluated
explained
facilitated
guided
informed
initiated
instructed
persuaded
set goals
stimulated