



RÉSUMÉ PREPARATION

POSITIVE ACTION VERBS AND WORDS FOR RÉSUMÉ AND COVER LETTER PREPARATION

VERB

Accomplished	Enacted	Planned
Achieved	Established	Prepared
Acted as	Evaluated	Presented
Administered	Examined	Processed
Affected	Executed	Produced
Allocated	Exhibited	Projected
Analyzed	Expanded	Promoted
Approved		Proposed
Articulated	Followed up	Provided
Assimilated	Forecasted	Purchased
Assisted	Formulated	
Assured	Forwarded to	Received
Augmented		Recommended
	Generated	Recruited
Balanced	Guided	Reduced costs
Brought about		Reorganized
Built	Handled	Reported
		Represented
Collected	Identified	Researched
Communicated	Implemented	Resolved
Composed	Improved	Responded to
Computed	Informed	Reviewed
Conceptualized	Initiated	Revised
Conducted	Integrated	
Consulted	Interfaced	Scheduled
Contracted	Installed	Screened
Contributed		Secured
Controlled	Interviewed	Selected
Coordinated	Invented	Set up
Corrected		
Corresponded	Launched	Spearheaded
Counseled	Led	Supervised
Created	Located	Supplied
Cut		Supported
	Maintained	
Demonstrated	Managed	Taught
Designed	Monitored	Tested
Determined		Trained
Developed	Negotiated	
Directed		Upgraded
Distributed	Operated	Updated
Documented	Optimized	Utilized
Drafted	Orchestrated	
	Organized	Wrote
Edited		

WORDS

Capacity	Significantly
Capability	Substantially
Ability	Repeatedly
Competence	Thoroughly
Effectiveness	Completely
Maturity	Particularly
	Preference
Management	Thorough
Administrative	Sound
Technical	
Executive	
	Complete
Professional	Positive
Academic	Vigorous
	Profitable
Successful	
Capable	Evident
Competent	Demonstrated
Qualified	Proven
Proficient	Major
Efficient	Significant
Consistent	Responsible
Knowledgeable	Consistent
Experienced	Substantial
Productive	Potential
Effective	
Mature	Specialist
Stable	Performance
Well-educated	
Versatile	Record
Well-rounded	
Scope	Increasing
Wide	Expanding
Background	Enlarging
Resourceful	Building
Equipped	Developing
Pertinent	