

VERBS TO USE IN RESUMES

accepted	confronted	explained	merchandised	repaired
accommodated	constructed	explored	met	reported
accomplished	consulted	expressed	minimized	represented
accumulated	contracted	extended	moderated	researched
achieved	controlled	facilitated	modified	reserved
acknowledged	conveyed	familiarized	monitored	responded
acquired	convinced	followed	motivated	resolved
acted	cooperated	followed through	multiplied	reviewed
activated	coordinated	formulated	negotiated	revised
adapted	corresponded	fortified	obtained	scanned
adjusted	counseled	found	operated	scheduled
administered	created	founded	orchestrated	screened
advertised	critiqued	furnished	organized	scrutinized
advised	decided	gained	originated	secured
affected	defined	generated	oversaw	selected
analyzed	decorated	governed	participated	served
answered	delegated	grouped	perceived	set in motion
anticipated	delivered	guided	performed	settled
applied	demonstrated	handled	persisted	sketched
appreciated	described	hired	persuaded	sold
approached	designed	honored	planned	solved
approved	detailed	identified	polled	sorted
arbitrated	detected	illustrated	predicted	spoke
arranged	determined	implemented	prepared	staffed
assembled	developed	improved	presented	standardized
asserted	devised	inaugurated	presided	steered
assessed	directed	increased	preserved	stimulated
assigned	discharged	indexed	printed	straightened
assisted	displayed	influenced	processed	strengthened
attained	dispensed	informed	produced	studied
attended	disproved	initiated	promoted	summarized
attracted	distinguished	innovated	proofread	supervised
audited	distributed	inspected	proposed	supplied
augmented	drafted	inspired	protected	supported
authored	drew up	installed	proved	surveyed
authorized	earned	instituted	provided	synthesized
boosted	edited	instructed	publicized	systematized
briefed	educated	integrated	published	talked
broadened	effected	intensified	purchased	taught
budgeted	elected	interacted	raised	tested
built	eliminated	interpreted	ran	took
cataloged	encouraged	intervened	ranked	trained
categorized	endured	interviewed	reached	transacted
chaired	enforced	introduced	read	translated
charted	enhanced	investigated	realized	traveled
clarified	enlarged	invented	received	treated
classified	enlisted	judged	recognized	transmitted
collaborated	entertained	led	recommended	updated
commanded	escalated	learned	reconciled	upgraded
collected	established	lectured	recorded	understood
communicated	estimated	listened	recruited	upgraded
compared	evaluated	logged	rectified	used
completed	examined	made	redesigned	utilized
complied	exceeded	maintained	reduced	volunteered
computed	exchanged	managed	referred	won
conceived	executed	manipulated	refereed	worked
conceptualized	exhibited	marketed	related	wrote
conciliated	expanded	matched	remodeled	
conducted	expedited	maximized	rendered	
confirmed	experienced	mediated	renewed	

FUNCTIONAL or SKILLS-BASED HEADINGS for RESUMES

Creativity	Layout	Data Processing
Leadership	Drafting	Computer Programming
Communication	Graphic Design	Database Management
Interpersonal	Design	Technical
Public Relations	Secretarial	Electronics
Public Speaking	Administrative	Engineering
Presentations	Organization	Laboratory
Writing	Purchasing	Field Work
Editing	Systems and Procedures	Healthcare
Research	Product Development	Medicine
Testing	Materials Design	Legal
Inspections	Market Research	Architecture
Investigative	Production	Athletic
Problem Solving	Management	Construction
Initiative	Supervision	Culinary
Planning	Human Resources	Career Development
Scheduling	Interviewing	Community Affairs
Coordination	Fund Raising	Counseling
Event Planning	Acquisition	Coaching
Program Design & Development	Accounting	Teaching
Marketing	Finance	Instruction
Advertising	Investment	Curriculum Design
Promotion	Real Estate	Human Services
Publicity	Retail	Chemistry
Printing	Sales	Social Work
Desktop Publishing	International	