

ACTION VERBS IN FUNCTIONAL SKILL CATEGORIES

SUPERVISORY & MANAGEMENT SKILLS

Activated
Advanced
Allocated
Administered
Analyzed
Appointed
Augmented
Assigned
Attained
Centralized
Chaired
Conducted
Contracted
Consolidated
Consulted
Controlled
Converted
Coordinated
Delegated
Designated
Determined
Developed
Directed
Evaluated
Executed
Improved
Increased
Interviewed
Managed
Marketed
Negotiated
Organized
Oversaw
Planned
Prioritized
Produced
Proposed
Recommended
Recruited
Reduced Losses
Reported
Reviewed
Scheduled
Sponsored
Staffed
Streamlined
Strengthened
Supervised
Trained

COMMUNICATION & WRITING SKILLS

Addressed
Arbitrated
Arranged
Authored

Corresponded
Criticized
Developed
Directed
Drafted
Edited
Enlisted
Formulated
Influenced
Interpreted
Interviewed
Lectured
Marketed
Mediated
Moderated
Motivated
Negotiated
Persuaded
Presented
Promoted
Proposed
Publicized
Published
Reconciled
Reported
Represented
Sold
Spoke
Summarized
Translated
Wrote

RESEARCH & SCIENTIFIC SKILLS

Clarified
Collected
Converted
Critiqued
Diagnosed
Documented
Evaluated
Examined
Extracted
Identified
Inspected
Interpreted
Interviewed
Investigated
Organized
Quantified
Researched
Reviewed
Searched
Studied
Summarized
Surveyed
Systematized
Tested
Verified

TECHNICAL & COMPUTER SKILLS

Assembled
Built
Calculated
Charted
Computed
Constructed
Delivered
Designed
Detected
Drew Up
Devised
Engineered
Fabricated
Installed
Maintained
Navigated
Operated
Overhauled
Programmed
Remodeled
Rendered
Repaired
Researched
Restored
Solved
Synthesized
Tested
Trained
Upgraded

TEACHING & COACHING SKILLS

Adapted
Advised
Clarified
Coached
Communicated
Coordinated
Demonstrated
Developed
Enabled
Encouraged
Evaluated
Explained
Facilitated
Guided
influenced
Informed
Initiated
Inspired
Instructed
Lectured
Motivated
Persuaded
Set goals
Stimulated
Taught

Trained
Tutored

ADMINISTRATIVE & ORGANIZATIONAL SKILLS

Approved
Arranged
Briefed
Catalogued
Classified
Collected
Compiled
Conserved
Dispatched
Executed
Generated
Implemented
Inspected
Inventoried
Invoiced
Logged
Monitored
Obtained
Operated
Organized
Prepared
Processed
Provided
Purchased
Received
Recorded
Retrieved
Routed
Screened
Selected
Specified
Supplied
Systematized
Tabulated
Validated

LEADERSHIP SKILLS

Accelerated
Achieved
Anticipated
Applied
Broadened
Collaborated
Contributed
Demonstrated
Sponsored
Surpassed
Undertook
Unified

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CREATIVE & ARTISTIC SKILLS

Acted
Composed
Conceptualized
Created
Crafted
Designed
Developed
Directed
Established
Fashioned
Founded
Illustrated
Improvised
Instituted
Integrated
Introduced
Invented
Originated
Performed
Planned
Revitalized
Shaped

HELPING & COUNSELING SKILLS

Advised
Assessed
Assisted
Clarified
Coached
Counseled
Demonstrated
Diagnosed
Educated
Expedited
Facilitated
Familiarized
Guided
Interviewed
Protected
Referred
Rehabilitated
Served

FINANCIAL & MONEY MANAGEMENT SKILLS

Administered
Allocated
Analyzed
Appraised
Audited
Balanced
Budgeted
Calculated
Computed
Developed
Forecast
Invested
Liquidated
Managed
Marketed
Negotiated
Planned
Projected
Reduced Losses
Researched
Traded
Transacted
Transferred

MISC.

Achieved
Discovered
Dispensed
Distributed
Eliminated
Expanded
Identified
Prescribed
Realized
Sponsored

Step Four: Get Feedback on your Resume

Career Services staff members are available to review your resume and help you polish it before sending it anywhere. Show it to friends who have a good eye for detail, to faculty, to people from your work or volunteer experiences, or to alumni with whom you are networking. Call the office at X3343 to ask about our drop-in hours or to make an appointment with a counselor. Be aware that you'll get lots of opinions about how you should arrange your resume. In the end, it is up to you to decide the best way to present yourself for each opportunity.

Step Five: Keep your Resume up-to-date

Remember that your resume is a "work in progress." Every time you gain experience that might be useful on a future resume, add it to your "everything" resume and update targeted resumes where the experience is relevant. When you go to develop a newly targeted resume, you'll have everything you need in one place.