

## Effective Resume Words

### (Sample Areas to use in a Functional Resume)

Administration	Editing	Mediation	Promotion
Analysis	Engineering	Merchandising	Public Relations
Auditing	Evaluation	Negotiation	Public Speaking
Bookkeeping	Facilitating	Nursing	Purchasing
Communication	Financial Planning/Analysis	Office Support	Quality Control/Assurance
Community Organizations	Forecasting	Operations Analysis	Record Keeping
Computer Use	Fundraising	Organization	Reporting
Consulting	Human Resource	Organizational Development	Research
Contract Administration	Demonstration	Media Relations	Special Events Planning
Coordination	Designing	Problem Solving	Staff Development
Counseling	Interpreting	Product Presentation	Supervision
Curriculum Development	Inventory Control	Program Development	Team Building
Customer Relations	Interviewing	Production	System Analysis/Design
Data Analysis	Management	Project Coordination	Training
Data Collection/Entry	Marketing	Sales	Writing

### (Action Words to Describe Previous Experience)

These words are good for helping you best describe your experience. Use these words in conjunction with nouns; the nouns are what will be scanned.

ability	changed	designed	focused	joined	planned	revised
accomplished	checked	detected	followed	judged	positively	saved
achieved	classified	developed	forecast	kept	prepared	scheduled
acquired	coached	directed	formulated	knowledgeable	presented	selected
acted	collected	discussed	founded	learned	prevented	served
adopted	combined	distributed	gathered	lectured	processed	significantly
addressed	commended	documented	generated	led	productively	solved
adjusted	communicated	drove	governed	lifted	professional	specialized
administered	compared	dug	guided	listened	profitably	specified
advised	competence	earned	handled	made	programmed	studied
allocated	compiled	edited	headed	maintained	projected	strengthened
analyzed	completed	effected	helped	managed	promoted	submitted
applied	computed	efficiently	identified	manipulated	proposed	substantially
approved	conceived	eliminated	illustrated	maturely	proved	substantiated
arranged	concluded	empathized	imagined	mediated	published	successfully
ascertained	conducted	endorsed	implemented	mentored	pursued	suggested
assisted	consistently	enforced	improved	met	qualified	summarized
assumed	constantly	enlarged	improvised	modeled	recommended	supervised
attained	contributed	enlisted	incorporated	negotiated	reconciled	targeted
audited	coordinated	established	increased	observed	recorded	taught
awarded	copied	estimated	indexed	obtained	recruited	technically
bought	counseled	evaluated	initiated	offered	reduced	tested
briefed	created	examined	influenced	operated	related	trained
brought	credited	expanded	inspected	ordered	replaced	translated
budgeted	dealt	experienced	installed	organized	repeatedly	updated
built	decided	experimented	instituted	oversaw	reported	versatility
canceled	defined	extracted	interpreted	participated	represented	vigorously
capability	delegated	filed	introduced	perceived	researched	well-educated
caused	delivered	financed	investigated	performed	resourcefully	well-rounded
chaired	demonstrated	fixed	involved	persuaded	reviewed	wrote