

STRONG RESUME/COVER LETTER VOCABULARY

*provided by
the Student Employment Service, Neville Homestead*

Most career specialists agree that complete sentences are not important in resumes. What is important is word use. Clear, concise statements that are well thought out will impress a resume screener.

Active words are far superior to passive words, but don't over-use certain words or be repetitive. There are a lot of words available. Try some of these when crafting your resume or cover letter.

achieved	compared	dispensed	generated
acted	compiled	displayed	guided
adapted	completed	dissected	hired
addressed	composed	distributed	hosted
adjusted	computed	diverted	identified
administered	conceived	documented	illustrated
advised	conducted	doubled	implemented
altered	configured	drafted	improved
analyzed	consolidated	edited	improvised
appraised	constructed	eliminated	incorporated
arbitrated	contracted	empathized	increased
arranged	controlled	encouraged	informed
assembled	converted	enforced	initiated
assessed	coordinated	enhanced	inspected
audited	corrected	enlarged	installed
balanced	counselled	ensured	instituted
broadened	created	established	instructed
budgeted	critiqued	estimated	integrated
built	cultivated	evaluated	interacted
calculated	decreased	examined	interpreted
calibrated	defined	expanded	interviewed
catalogued	delegated	expedited	introduced
categorized	delivered	expressed	invented
chaired	demonstrated	extracted	investigated
changed	described	fabricated	itemized
charted	designed	facilitated	judged
checked	detected	filed	launched
classified	determined	finalized	learned
coached	developed	fixed	lectured
collated	devised	followed	led
collected	diagnosed	forecasted	liaised
combined	directed	formulated	listed
communicated	discovered	gathered	located

maintained
managed
marked
marketed

measured
mediated
met

minimized
modelled
moderated

modernized
modified

monitored
motivated
narrated
navigated
negotiated
observed
obtained
opened
operated
ordered
organized
oriented
originated
oversaw
painted
participated
performed
persuaded
piloted
planned
predicted
prepared
presented
printed
processed
produced
programmed
projected
promoted

proposed
protected
proved
provided
publicized
published
purchased
raised
received
recommended
reconciled
recorded
recruited
redesigned
reduced
referred
refined
rehabilitated
related
rendered
reorganized
repaired
reported
represented
researched
resolved
responded
restored

restructured
retrieved
reviewed
revised
revitalized
saved
scheduled
searched
secured
selected
separated
served
serviced
set
shaped
showed
simplified
sold
solved
sorted
specified
spoke
started
streamlined
strengthened
structured
studied
summarized

supervised
supplied
talked
taught
tended
tested
traced
trained
transcribed
transformed
translated
travelled
treated
trimmed
troubleshoot
tutored
uncovered
unified
updated
upgraded
used
utilized
verified
weighed
welded
widened
won
wrote