

The Right Words to Use in Your Job Search

Choosing the most effective words to describe your skills, actions, attitudes and accomplishments will make your job applications, resume and job interviews more dynamic. Following are two word lists. These words are "buzz words" that seem to open doors.

The first list includes *action verbs* — words that say what you did. These words tell prospective employers about your skills and accomplishments.

The second list includes *descriptive words* — words that describe you and your actions in a positive way. Often these words tell employers about your work attitudes.

Use these lists as guides to choosing the right words for your job search.

Action Verbs

*Starred words are especially good for indicating your accomplishments.

Accelerated * Catalogued Corresponded Eliminated * Accepted Centralized Corroborated **Employed** Accomplished * Chaired Counseled Enacted Achieved * Changed Created * Encouraged Acquired Charted Critiqued Enforced Adapted Checked Cultivated Engineered Adjusted Clarified Curtailed Enjoyed Administered * Closed Cut * Enlarged Advanced * Coached Decentralized **Enlisted** Advertised Collaborated Decided **Ensured** Decreased * Advised Collected Entertained Analyzed Commanded Defined Equipped Delegated Established * Announced Communicated Anticipated Compared Delivered **Estimated** Appointed Compiled Demonstrated Evaluated **Appraised** Completed Described Examined Approved Composed Designed Exceeded * Arbitrated Compounded Detailed Exchanged Arranged Computed Detected Executed Assembled Conceived Determined Exhibited Assessed Conceptualized Developed * Expanded * Expedited * Assigned Concluded Devised Assisted Condensed Diagnosed Experimented Attained * Directed Conducted Explained **Explored** Audited Confronted Discovered Extracted Authored Constructed Dispensed Displayed Authorized Consulted Fabricated Disproved Automated Contacted Facilitated Dissected Averted Contracted Familiarized Balanced Contrived Distributed Fashioned Bargained Controlled Diverted Figured Bought Converted Documented Filed **Briefed** Conveyed Doubled * Financed Budgeted * Convinced Drafted Fixed Built Cooperated Drove Focused Calculated Coordinated * Followed directions Earned Captured Copied Edited Forecasted Cared for Corrected Educated Formalized

Effected

Formed

Correlated

Carried out *



Action Verbs, continued

Formulated Led * Predicted Responsible for Founded * Lifted Prepared Restocked Furnished Liquidated Prescribed Restored Gathered Listened Presented Restructured * Generated * Loaded Printed Retrieved Governed Problem solved * Revamped * Located Graded Logged Processed Reversed * Graduated Made Procured Reviewed Grouped Maintained Produced Revised Guided Managed Programmed Satisfied Halted Manipulated Prohibited Saved * Handled Manufactured Scheduled Projected Headed * Marketed Promoted Screened Helped Mastered Prompted Searched Hired Measured Proofread Secured Identified Medicated Proposed Selected Illustrated Memorized Protected Separated Proved * Implemented * Merchandised Sequenced Improved * Modeled Provided Served Moderated Serviced **Improvised** Publicized Increased * Modified Published Settled * Indexed Monitored Purchased Set up Induced Motivated Questioned Shaped Influenced Named Raised Shared Informed Navigated Showed Ran Initiated * Negotiated Rated Read Signaled Innovated * Nominated Reasoned Simplified * Sketched Inspected Nursed Received Inspired Nurtured Recommended Sold Installed Observed Reconciled Solved * Obtained Recorded Sorted Instituted Instructed Offered Recruited Sought Insured Officiated Rectified * Sparked Operated Redesigned * Spearheaded * Integrated Intensified Ordered Reduced * Specified Interpreted Organized * Referred Spoke in public Staffed Interviewed Originated * Regulated Introduced * Overcame * Rehabilitated Standardized Invented * Overhauled * Reinforced Stimulated Stocked Streamlined * Inventoried Oversaw Related Strenathened Invested Packed Removed Rendered Structured Investigated Participated Issued Perceived Renewed Studied Joined Perfected * Reorganized * Submitted Judged Performed Repaired Succeeded Justified Persuaded Reported Summarized Kept records Photographed Represented Supervised Piloted Researched Supplied Key noted Launched * Pinpointed Reshaped Supported Learned Placed Resolved * Surveved Planned Lectured Responded Symbolized



Action Verbs, continued

Synthesized	Tracked	Turned around *	Utilized
Systematized	Traded	Tutored	Validated
Tabulated	Trained	Typed	Verified
Tailored	Transcribed	Uncovered	Visited
Taped	Transferred	Understood	Volunteered
Taught	Transformed	Unified *	Washed
Team built	Translated	United *	Weighed
Tended	Transmitted	Unraveled	Widened
Tested	Transported Traveled	Updated *	Won *
Tightened	Trimmed Tripled *	Upgraded *	Worked
Traced	Trouble shot *	Used	

Applying action verbs

Action verbs give your resume power and direction. Try to begin all skills statements with an action verb. Here is a sample of action verbs or different types of skills:

Management skills administered analyzed coordinated developed directed evaluated improved supervised Clerical skills arranged catalogued compiled generated organized processed persuaded systemized	Creative skills conceptualized created designed established fashioned illustrated invented performed Helping skills assessed coached counseled facilitated represented	Technical skills assembled built calculated designed operated overhauled remodeled repaired Communication skills arranged addressed authored drafted formulated	Financial skills administered analyzed balanced budgeted forecast marketed planned projected Research skills clarified evaluated identified inspected organized summarized
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Descriptive Words

Able Diplomatic Logical Respectful Accurate Disciplined Loyal Responsible Active Discreet Major Responsive Adaptable Diversified Mature Risk-taker Adept Meaningful Routinely Driven Administrative Dvnamic Methodical Satisfactorily Advantageous Eager Meticulous Scope Aggressive Motivated Self-confident Easily Multilingual Alert Easygoing Self-controlled **Ambitious** Economical Objective Self-reliant Open-minded Self-starter Analytical Effective Optimistic Articulate Efficient Sharp Assertive Effortlessly Orderly Significantly Astute Empathetic Organized Sincere Attentive Energetic Outstanding Skilled Enterprising Patient Skillful Authoritative Bilingual Enthusiastic Perceptive Solid Broad minded Excellent Persistent Sound Exceptional Specialized Calm Personable Candid Experienced Personally Specialist Capable Expert Persuasive Stable Strategically Cheerful Expertly Pertinent Committed Extensive Strong Pleasant Substantial Competent Fair Positive Completely Comprehensive Farsighted Practical Successful Confident Fast learner Precise Superior Conscientious Flexible Systematic Problem-solver Considerate Forceful Productive Tactful Consistent Friendly Professional Talented Team player Constructive Generalist Proficient Hard-working **Technical** Continuous Profitable Contributions Honest Progressive Thorough Timely Cooperative **Imaginative** Proven Uniform Creative Increasingly Punctual Curious Independent Qualified Universal In-depth Quality conscious Up-to-date Decisive Dedicated Initiative Quick learner Valuable Realistic Varied Deliberate Innovative Versatile Dependable Insiahtful Recent Detailed Instrumental Reliable Vigorous Well-educated Detail-oriented Inventive Repeatedly Determined Knowledgeable Resilient Well-rounded Diligent Leadership Resourceful