

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
Advised	Collected	Decreased *	Entertained
Analyzed	Commanded	Defined	Equipped
Announced	Communicated	Delegated	Established *
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 *
Assigned	Concluded	Devised	Expedited *
Assisted	Condensed	Diagnosed	Experimented
Attained *	Conducted	Directed	Explained
Audited	Confronted	Discovered	Explored
Authored	Constructed	Dispensed	Extracted
Authorized	Consulted	Displayed	Fabricated
Automated	Contacted	Disproved	Facilitated
Averted	Contracted	Dissected	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 *	Earned	Followed directions
Captured	Copied	Edited	Forecasted
Cared for	Corrected	Educated	Formalized
Carried out *	Correlated	Effected	Formed

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	Located	Problem solved *	Revamped *
Graded	Logged	Processed	Reversed *
Graduated	Made	Procured	Reviewed
Grouped	Maintained	Produced	Revised
Guided	Managed	Programmed	Satisfied
Halted	Manipulated	Prohibited	Saved *
Handled	Manufactured	Projected	Scheduled
Headed *	Marketed	Promoted	Screened
Helped	Mastered	Prompted	Searched
Hired	Measured	Proofread	Secured
Identified	Medicated	Proposed	Selected
Illustrated	Memorized	Protected	Separated
Implemented *	Merchandised	Proved *	Sequenced
Improved *	Modeled	Provided	Served
Improvised	Moderated	Publicized	Serviced
Increased *	Modified	Published	Settled *
Indexed	Monitored	Purchased	Set up
Induced	Motivated	Questioned	Shaped
Influenced	Named	Raised	Shared
Informed	Navigated	Ran	Showed
Initiated *	Negotiated	Rated Read	Signaled
Innovated *	Nominated	Reasoned	Simplified *
Inspected	Nursed	Received	Sketched
Inspired	Nurtured	Recommended	Sold
Installed	Observed	Reconciled	Solved *
Instituted	Obtained	Recorded	Sorted
Instructed	Offered	Recruited	Sought
Insured	Officiated	Rectified *	Sparked
Integrated	Operated	Redesigned *	Spearheaded *
Intensified	Ordered	Reduced *	Specified
Interpreted	Organized *	Referred	Spoke in public
Interviewed	Originated *	Regulated	Staffed
Introduced *	Overcame *	Rehabilitated	Standardized
Invented *	Overhauled *	Reinforced	Stimulated Stocked
Inventoried	Oversaw	Related	Streamlined *
Invested	Packed	Removed	Strengthened
Investigated	Participated	Rendered	Structured
Issued	Perceived	Renewed	Studied
Joined	Perfected *	Reorganized *	Submitted
Judged	Performed	Repaired	Succeeded
Justified	Persuaded	Reported	Summarized
Kept records	Photographed	Represented	Supervised
Key noted	Piloted	Researched	Supplied
Launched *	Pinpointed	Reshaped	Supported
Learned	Placed	Resolved *	Surveyed
Lectured	Planned	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 authored 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	Driven	Meaningful	Routinely
Administrative	Dynamic	Methodical	Satisfactorily
Advantageous	Eager	Meticulous	Scope
Aggressive	Easily	Motivated	Self-confident
Alert	Easygoing	Multilingual	Self-controlled
Ambitious	Economical	Objective	Self-reliant
Analytical	Effective	Open-minded	Self-starter
Articulate	Efficient	Optimistic	Sharp
Assertive	Effortlessly	Orderly	Significantly
Astute	Empathetic	Organized	Sincere
Attentive	Energetic	Outstanding	Skilled
Authoritative	Enterprising	Patient	Skillful
Bilingual	Enthusiastic	Perceptive	Solid
Broad minded	Excellent	Persistent	Sound
Calm	Exceptional	Personable	Specialized
Candid	Experienced	Personally	Specialist
Capable	Expert	Persuasive	Stable
Cheerful	Expertly	Pertinent	Strategically
Committed	Extensive	Pleasant	Strong
Competent	Fair	Positive	Substantial
Completely	Farsighted	Practical	Successful
Confident	Fast learner	Precise	Superior
Conscientious	Flexible	Problem-solver	Systematic
Considerate	Forceful	Productive	Tactful
Consistent	Friendly	Professional	Talented
Constructive	Generalist	Proficient	Team player
Continuous	Hard-working	Profitable	Technical
Contributions	Honest	Progressive	Thorough
Cooperative	Imaginative	Proven	Timely
Creative	Increasingly	Punctual	Uniform
Curious	Independent	Qualified	Universal
Decisive	In-depth	Quality conscious	Up-to-date
Dedicated	Initiative	Quick learner	Valuable
Deliberate	Innovative	Realistic	Varied
Dependable	Insightful	Recent	Versatile
Detailed	Instrumental	Reliable	Vigorous
Detail-oriented	Inventive	Repeatedly	Well-educated
Determined	Knowledgeable	Resilient	Well-rounded
Diligent	Leadership	Resourceful	