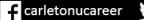
Resumes & CVs

Action Verbs by Skill Set

First identify 2 or 3 skill sets most relevant to the position you hope to attain. Then scan through the list of verbs and select those that describe activities you have done in other situations. Continue down the list until you have identified a handful of examples that demonstrate your competency using this skill. Make sure you arrange your resume in such a way as to highlight the most significant of these. Use headings that match both your skills and the position to which you are applying.

MA	MANAGEMENT											
	produced		attained		delegated		enforced		initiated		administered	
	anticipate		chaired		developed		formed		integrated		recommended	
	analyzed		checked		devised		governed		organized		coordinated	
	approved		reviewed		directed		headed		planned		scheduled	
	assigned		contracted		evaluated		increased		prioritized		supervised	
СО	COMMUNICATION											
	addressed		composed		drafted		interpreted		persuaded		recruited	
	arbitrated		conveyed		edited		lectured		presented		translated	
	arranged		transcribed		enlisted		mediated		promoted		corresponded	
	authored		developed		formulated		moderated		publicized		collaborated	
	wrote		directed		influenced		negotiated		reconciled		emphasized	
RESEARCH												
	assessed		critiqued		surveyed		examined		interviewed		investigated	
	clarified		discovered		diagnosed		identified		reviewed		summarized	
	collected		defined		dissected		inspected		organized		determined	
	correlated		detailed		evaluated		interpreted		reported		systematized	
TEACHING												
	adapted		revised		evaluated		informed		simplified		coordinated	
	advised		developed		explained		inspired		set goals		tailored	
	clarified		enabled		facilitated		instructed		sparked		encouraged	
	coached		communicated		guided		persuaded		stimulated		trained	
	unified		lectured		counselled		led		mentored		modified	
- DE	FAUED											
DE	TAILED											
	approved		dispatched		compiled		organized		retrieved		met deadlines	
	validated		responded		arranged		purchased		classified		implemented	
	retained		recorded		judged		compared		operated		reorganized	
	executed		enforced		collected		inspected		copied		processed	
FIN	FINANCIAL											
	verified		audited		developed		forecasted		projected		researched	
	allocated		balanced		earned		managed		rectified		reviewed	
	analyzed		budgeted		estimated		marketed		reduced		administered	
	appraised		calculated		financed		planned		adjusted		proposed	
1												





Resumes & CVs

CREATIVE											
	acted		decorated		planned		founded		instituted		performed
	designed		established		illustrated		integrated		dramatized		conceptualized
	created		developed		shaped		imagined		introduced		revitalized
	invented		directed		fashioned		initiated		customized		transformed
HELPING											
	accepted		conducted		educated		guided		provided		represented
	assisted		counselled		effected		motivated		served		empowered
	assessed		dealt		resolved		participated		questioned		restored
	clarified		handled		protected		referred		validated		demonstrated
	coached		diagnosed		facilitated		advised		encouraged		inspired
CLERICAL											
	adjusted		collected		distributed		indexed		organized		retrieved
	approved		compiled		generated		inspected		catalogued		implemented
	arranged		controlled		grouped		monitored		processed		specified
	prepared		copied		screened		operated		purchased		systematized
	classified		dispatched		recorded		ordered		improvised		tabulated
ANALYTICAL											
	compared		consulted		enlarged		originated		enlightened		experimented
	conceived		converted		predicted		utilized		constructed		investigated
	perceived		analyzed		detected		examined		solved		summarized
MANUAL											
	assembled		controlled		ground		repaired		lifted		shipped
	bent		operated		set-up		moved		pulled		handled
	bound		tended		constructed		dismantled		fixed		drafted
AC	COMPLISHMEN	ΙΤ									
	achieved		executed		expanded		innovated		pioneered		experienced
	displayed		recognized		improved		overcame		succeeded		awarded
TEC	CHNICAL										
	assembled		computed		installed		overhauled		maintained		strengthened
	built		designed		repaired		remodelled		upgraded		programmed
	calculated		engineered		operated		solved		devised		fabricated
Pro	ofessional and	tec	hnical skills from	ו עטוו	r course of study	v—m	ake a list of all v	our c	ourseswhat h	ave v	ou learned?





