

# A Guide to Resume Vocabulary & Focus

Compiled By: Evelyn Dufner

Use action words which convey participation, involvement and accomplishment. They have a strong impact on the reader. Avoid stereotypical words or phrases and conventional phrases. Powerful words make your resume more distinctive. Create a dynamic picture of your abilities and skills. Be sure to maintain the verb tense throughout your resume.

## SKILL AND ABILITY

Administer  
Analyze  
Assist  
Communicate  
Compose  
Contribute  
Create  
Delegate  
Develop  
Economize  
Implement  
Indoctrinate  
Innovate  
Install  
Lead  
Learn  
Manage  
Organize  
Plan  
Profitability  
Qualify for  
Recruit  
Solve problems  
Supervise  
Systematize  
Teach  
Train  
Understand  
Work in harmony  
Work well with others  
Write

## ACCOMPLISHMENTS AND

### PARTICIPATION

Accomplish  
Achieve  
Contribute  
Increase  
Introduce  
Multiple profits/sales  
Progress  
Reduce  
Reorganize  
Restore profits  
Save  
Sold

### EXPERIENCE &

### BACKGROUND

Achievement  
Capable  
Complete  
Comprehensive  
Consistent

Demonstrably  
Diversified  
Effective  
Experienced  
Extensive  
Familiarity  
Growth  
In-depth  
Intensive  
Intimate  
Producer  
Progress  
Progressive  
Record  
Regulation  
Scope  
Solid  
Successful  
Varied  
Wide

### FORTIFYING WORDS FOR YOUR

#### SENTENCE

Conduct  
Create  
Design  
Develop  
Direct  
Expand  
Implement  
Invent  
Manage  
Negotiate  
Organize  
Plan  
Present  
Profits  
Reduce costs  
Research  
Sold  
Supervise  
Train  
Wrote

### RESILIENCE & GIFTS

Courage  
Endurance  
Firmness  
Intrepidly  
Power  
Resolution  
Spirit  
Strength  
Vigor

## PERSONAL

### QUALIFICATIONS

Able  
Accustomed  
Administrator  
Analytical  
Bilingual  
Boldness  
Capable  
Communication skills  
Competent  
Conceptual  
Contributor  
Controlled  
Coordinator  
Creative dauntless  
Dedicate  
Develop  
Distinguished  
Dynamic  
Educate  
Effective  
Efficient  
Enterprise  
Exceptional  
Executive  
Fearless  
Imaginative  
Ingenious  
Innovative  
Inventive  
Leader  
Manager  
Motivate  
Negotiator  
Organizer  
Outstanding  
Patience  
Planner  
Possess  
Producer  
Reliable  
Resistant  
Responsible  
Schooled  
Skilled  
Specialist  
Strategist  
Stress  
Student of  
Superior  
Talented  
Trained  
Traveled

## ACTION WORDS

Accomplish  
Achieve  
Act  
Adapt  
Address  
Administer  
Advance  
Advise  
Analyze  
Approve  
Arbitrate  
Articulate  
Assemble  
Assess  
Assist  
Attain  
Author  
Balance  
Budget  
Build  
Catalog  
Chair  
Clarify  
Coach  
Collect  
Commended  
Communicate  
Compete  
Compile  
Complete  
Compose  
Compute  
Conceptualize  
Conduct  
Conserve  
Consolidate  
Consult  
Contribute  
Control  
Coordinate  
Correspond  
Counsel  
Create  
Critique  
Deliver  
Design  
Develop  
Devise  
Diagnose  
Direct  
Discover  
Distinguish  
Distribute  
Diversify

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Draft  
Edit  
Educate  
Eliminate  
Enable  
Encounter  
Encourage  
Enlist  
Establish  
Evaluate  
Examine  
Execute  
Expand  
Explain  
Facilitate  
Familiarize  
Find  
Focus  
Formulate  
Generate  
Group  
Guide  
Indemnify  
Illustrate  
Implement  
Improve  
Incorporate  
Increase  
Influence  
Inform  
Initiate  
Innovate  
Install  
Institute  
Integrate  
Interpret  
Interview  
Introduce  
Invent  
Investigate  
Involve  
Launch  
Lead  
Lecture  
Maintain  
Manage  
Mediate  
Moderate  
Monitor  
Motivate  
Network  
Nominated  
Observe  
Obtain  
Operate  
Organize  
Originate  
Overhaul  
Oversee  
Participate  
Perform  
Plan

Prepare  
Present  
Preside  
Process  
Produce  
Program  
Project  
Promote  
Provide  
Publicize  
Publish  
Received  
Recommend  
Record  
Recruit  
Reduce  
Reference  
Rehabilitate  
Repair  
Represent  
Research  
Restore  
Restructure  
Reverse  
Review  
Revise  
Revitalize  
Rewarded  
Schedule  
Screen  
Select  
Serve  
Shape  
Skilled  
Solidify  
Solve  
Sponsor  
Stimulate  
Streamline  
Strengthen  
Study  
Summarize  
Teach  
Test  
Train  
Translate  
Travel  
Trim  
Upgrade  
Utilize  
Validate  
Venture  
Work  
Write

## HORN TOOTING WORDS

(LY, ABLY, ILY -CAN BE ADDED)  
Academical  
Accurate  
Active  
Adventurous  
Aggressive  
Alert  
Ambitious  
Analytical  
Artistic  
Assertive  
Attractive  
Bold  
Brad-minded  
Businesslike  
Calm  
Capable  
Careful  
Cautious  
Challenging  
Cheerful  
Clever  
Competent  
Competitive  
Confident  
Conscientious  
Conservative  
Considerate  
Consistent  
Cooperative  
Courageous  
Creative  
Curious  
Deliberate  
Determined  
Dignified  
Discreet  
Dominant  
Eager  
Easygoing  
Efficient  
Energetic  
Enormous  
Fair-minded  
Farsighted  
Firm  
Flexible  
Forceful  
Formal  
Frank  
Friendly  
Generous  
Good-natured  
Healthy  
Helpful  
High  
Honest  
Huge  
Humorous  
Imaginative

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Imposing  
Independent  
Individualistic  
Industrious  
Informal  
Intellectual  
Intelligent  
Inventive  
Kind  
Large  
Leisurely  
Liberal  
Likable  
Logical  
Loyal  
Mammoth  
Mature  
Methodical  
Meticulous  
Mild  
Moderate  
Modest  
Motivated  
Natural  
Obliging  
Opportunistic  
Optimistic  
Organized  
Original  
Outgoing  
Painstaking  
Patient  
Persevering  
Pleasant  
Poised  
Polite  
Practical  
Precise  
Progressive  
Prudent  
Purposeful  
Quick  
Quiet  
Rational  
Realistic  
Reflective  
Relaxed  
Reliable  
Reserved  
Resourceful  
Responsible  
Robust  
Self-confident  
Self-controlled  
Sensible  
Sensitive  
Serious  
Significant  
Sincere  
Sociable  
Spontaneous  
Stable

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Steady	Educational preparation	Experience Highlights	
Strong	Academic training	Related Experiences	
Strong-minded	Study abroad	Internship Experience	Professional Leadership
Successful	Course highlights	Practicum Experience	Professional Memberships
Supportive	Courses of interest	Practica	Affiliations
Tactful	Academic highlights	Field Experiences	Professional Societies
Teachable	Course concentration		Honorary Societies
Tenacious	Teaching certificates	Professional Seminars	College Distinctions
Thorough	Licenses	Workshops Attended	College Activities
Thoughtful	Licensure	Special Training	Special Recognition
Tolerant	Endorsements	In-service Training	Academic Honors
Touch	Coaching certification	Professional Activities	Achievements
Trustworthy	Other certification	Current Activities	Honors & Distinctions
Unaffected		Exhibits	Awards
Understanding		Shows	Scholarships
Unexcitable		Publications	
Uninhibited	Career objective	Presentations	
Verbal	Teaching objective	Conference	Extracurricular Interests
Versatile	Job Objective	Participation	Coaching Skills
Warm	Objective	Seminar Participation	Coaching Interests
Wise	Professional Objective		Club Advisor
Witty	Position Desired	Language	Class Sponsor
Zany		Competencies	
	Strengths	Language Ability	Service
<b>RESUME HEADINGS</b>	Skills & Competencies	Languages	Committee
	Areas of Expertise	Travel Abroad	Responsibilities
Degree	Areas of Knowledge	Travel	Committee
Educational	Special Skills	Overseas Travel	Assignments
Background	Special Talents	Foreign Experiences	Departmental Service
Education		International	Civic Contribution
	Professional Experience	Experiences	
	Teaching Experience	Overseas Study	

### 4 QUESTIONS THAT YOUR RESUME SHOULD ANSWER:

1. What do you want? What is your job target? (Objective Section or Indication of your job aim)
2. Why are you qualified to do the job? Can you outline the skills and credentials that qualify you for the job? (Professional Profile Section)
3. Where have you had experience? Can you demonstrate whom you worked for and the qualifying experiences you have had? (Experience Section)
4. How well have you done your job? Can you demonstrate accomplishments and special projects to which you have contributed? How did you improve previous employer's "bottom line"?