

Buzz Words for Resume!

Management Skills

Accomplished
Accounted for
Adapted
Administered
Altered
Analyzed
Assigned
Authorized
Chaired
Consolidated
Contracted
Coordinated
Dealt
Decided
Delegated
Determined
Developed
Directed
Elected
Eliminated
Employed
Encouraged
Enforced
Evaluated
Executed
Fostered
Handled
Headed
Hired
Improved
Increased
Innovated
Launched
Led
Organized
Oversaw
Planned
Prioritized
Produced
Recommended
Reorganized
Reviewed
Scheduled
Streamlined
Strengthened
Supervised
Unified
Widened

Research Skills

Acquired
Clarified
Collected
Conducted
Critiqued
Diagnosed
Evaluated

Examined
Explored
Identified
Included
Inspected
Interpreted
Interviewed
Investigated
Observed
Organized
Reviewed
Summarized
Surveyed
Uncovered
Unraveled

Communication Skills

Addressed
Arbitrated
Arranged
Authored
Collaborated
Convinced
Corresponded
Delivered
Developed
Directed
Drafted
Edited
Enlisted
Exhibited
Explained
Formulated
Indicated
Influenced
Interpreted
Lectured
Mediated
Moderated
Negotiated
Persuaded
Presented
Promoted
Proposed
Provided
Publicized
Reconciled
Recruited
Reported
Revised
Sold
Spoke
Translated
Tripled
Widened
Won
Wrote

Financial Skills

Added
Adjusted
Administered
Allocated
Analyzed
Appraised
Audited
Balanced
Bought
Budgeted
Calculated
Computed
Converted
Cut
Developed
Financed
Forecasted
Managed
Marketed
Planned
Projected
Researched
Totaled
Trimmed

Creative Skills

Acted
Conceived
Conceptualized
Created
Customized
Designed
Developed
Directed
Eliminated
Established
Founded
Illustrated
Initiated
Innovated
Instituted
Integrated
Introduced
Invented
Launched
Originated
Performed
Planned
Revitalized
Shaped
Simplified
Streamlined

Technical Skills

Accelerated
Assembled
Began
Built
Calculated
Computed

Constructed
Converted
Designed
Devised
Enhanced
Engineered
Fabricated
Innovated
Installed
Maintained
Operated
Overhauled
Programmed
Remodeled
Renovated
Repaired
Set up
Solved
Targeted
Upgraded

Clerical and Detailed Skills

Approved
Arranged
Catalogued
Classified
Collected
Compiled
Delivered
Dispatched
Executed
Filed
Forwarded
Generated
Highlighted
Implemented
Inspected
Monitored
Operated
Ordered
Organized
Prepared
Processed
Provided
Purchased
Recorded
Retrieved
Screened
Specified
Supported
Systematized
Tabulated
Transferred
Validated

Teaching Skills

Adapted
Advised

Clarified
Coached
Communicated
Coordinated
Demystified
Developed
Enabled
Encouraged
Evaluated
Explained
Facilitated
Guided
Informed
Instructed
Learned
Persuaded
Set goals
Simplified
Stimulated
Trained

Helping Skills

Advised
Aided
Assessed
Assisted
Clarified
Coached
Counseled
Delivered
Demonstrated
Diagnosed
Educated
Exhibited
Expedited
Facilitated
Guided
Helped
Motivated
Participated
Referred
Rehabilitated
Showed

More Verbs for Achievement

Achieved
Awarded
Boasted
Expanded
Familiarized
Gained
Pioneered
Reduced
Resolved
Restored
Spearheaded