

RESUME WRITING TIPS & RESOURCES



Action Verbs Lists

Management

administered
analyzed
assigned
attained
chaired
consolidated
contracted
coordinated
delegated
developed
directed
executed
improved
increased
organized
oversaw
planned
prioritized
produced
recommended
reviewed
scheduled
strengthened
supervised

familiarized
motivated
referred
rehabilitated
represented

Communication

addressed
arbitrated
arranged
authored
collaborated
convinced
corresponded
developed
directed
drafted
edited
drafted
edited
enlisted
formulated
influenced
interpreted
lectured
mediated
moderated
negotiated
persuaded
promoted
publicized
reconciled
recruited
spoke
translated
wrote

Tech & Analytics

assembled
calculated
computed
drafted
designed
evaluated
inspected
interpreted
engineered
fabricated
formulated
operated
programmed
remodeled
solved
upgraded

Creative

acted
conceptualized
created
customized
established
fashioned
founded
illustrated
initiated
instituted
integrated
introduced
invented
originated
revitalized
shaped

Financial

allocated
appraised
audited
balanced
budgeted
calculated
computed
forecasted
marketed
projected

Leadership

adapted
advised
clarified
coached
demystified
developed
enabled
encouraged
evaluated
explained
facilitated
guided
informed
instructed
persuaded
set goals
stimulated
trained

Administrative

approved
arranged
catalogued
classified
collected
compiled
dispatched
executed
generated
implemented
inspected
monitored
operated
organized
prepared
processed
purchased
recorded
retrieved
screened
specified
tabulated
validated

Accomplishments

achieved
expanded
improved
pioneered
reduced (losses)
resolved
restored
spearheaded

Train & Consult

assessed
assisted
clarified
counseled
demonstrated
diagnosed
educated
expedited
familiarized



Career Resource Center

Howard Administration Building, 1st Floor

careers@ju.edu 904-256-7054