

# **KEY WORDS FOR RESUME PREPARATION**

## **ACTION WORDS**

|                    |                    |                     |                         |
|--------------------|--------------------|---------------------|-------------------------|
| <b>actively</b>    | <b>eliminated</b>  | <b>motivated</b>    | <b>responsible</b>      |
| <b>accelerated</b> | <b>established</b> | <b>organize</b>     | <b>responsibilities</b> |
| <b>adapted</b>     | <b>evaluate</b>    | <b>originate</b>    | <b>revise</b>           |
| <b>administer</b>  | <b>expanded</b>    | <b>participated</b> | <b>review</b>           |
| <b>analyze</b>     | <b>expedite</b>    | <b>perform</b>      | <b>schedule</b>         |
| <b>approve</b>     | <b>founded</b>     | <b>plan</b>         | <b>significantly</b>    |
| <b>coordinate</b>  | <b>generated</b>   | <b>pinpointed</b>   | <b>simplicity</b>       |
| <b>conceived</b>   | <b>increased</b>   | <b>program</b>      | <b>set up</b>           |
| <b>conduct</b>     | <b>influence</b>   | <b>proposed</b>     | <b>solve</b>            |
| <b>completed</b>   | <b>implemented</b> | <b>proved</b>       | <b>strategy</b>         |
| <b>control</b>     | <b>interpret</b>   | <b>provide</b>      | <b>structure</b>        |
| <b>created</b>     | <b>improved</b>    | <b>proficient</b>   | <b>streamline</b>       |
| <b>delegate</b>    | <b>launched</b>    | <b>recommend</b>    | <b>successfully</b>     |
| <b>develop</b>     | <b>lead</b>        | <b>reduced</b>      | <b>supervise</b>        |
| <b>demonstrate</b> | <b>lecture</b>     | <b>reinforced</b>   | <b>support</b>          |
| <b>direct</b>      | <b>maintain</b>    | <b>reorganized</b>  | <b>teach</b>            |
| <b>effect</b>      | <b>manage</b>      | <b>revamped</b>     |                         |

## SELF-DESCRIPTIVE WORDS

|                      |                     |                    |                       |
|----------------------|---------------------|--------------------|-----------------------|
| <b>active</b>        | <b>determined</b>   | <b>independent</b> | <b>realistic</b>      |
| <b>adaptable</b>     | <b>diplomatic</b>   | <b>logical</b>     | <b>reliable</b>       |
| <b>aggressive</b>    | <b>disciplined</b>  | <b>loyal</b>       | <b>resourceful</b>    |
| <b>alert</b>         | <b>discrete</b>     | <b>mature</b>      | <b>respective</b>     |
| <b>ambitious</b>     | <b>economical</b>   | <b>methodical</b>  | <b>self-reliant</b>   |
| <b>analytical</b>    | <b>efficient</b>    | <b>objective</b>   | <b>sense-of-humor</b> |
| <b>attentive</b>     | <b>energetic</b>    | <b>optimistic</b>  | <b>sincere</b>        |
| <b>broad-minded</b>  | <b>enterprising</b> | <b>perceptive</b>  | <b>sophisticated</b>  |
| <b>conscientious</b> | <b>enthusiastic</b> | <b>personable</b>  | <b>systematic</b>     |
| <b>consistent</b>    | <b>extroverted</b>  | <b>pleasant</b>    | <b>tactful</b>        |
| <b>constructive</b>  | <b>fair</b>         | <b>positive</b>    | <b>talented</b>       |
| <b>creative</b>      | <b>forceful</b>     | <b>practical</b>   | <b>will travel</b>    |
| <b>dependable</b>    | <b>imaginative</b>  | <b>productive</b>  | <b>will relocate</b>  |