

ACTION VERBS

Action words convey clear images and emphasize the meaning behind a task.

When used to describe accomplishments or achievements they suggest success, a key element in the job search.

MANAGEMENT SKILLS	COMMUNICATION SKILLS	CLERICAL SKILLS	RESEARCH SKILLS	TEACHING SKILLS	FINANCIAL SKILLS	CREATIVE SKILLS	HELPING SKILLS
administered	addressed	approved	clarified	adapted	adjusted	acted	advocated
analyzed	arbitrated	arranged	collected	advised	administered	adapted	aided
assigned	arranged	catalogued	critiqued	clarified	allocated	combined	answered
attained	authored	classified	detected	coached	analyzed	conceptualized	arranged
chaired	corresponded	collected	diagnosed	communicated	appraised	created	assessed
contracted	developed	compiled	evaluated	conducted	assessed	designed	assisted
consolidated	directed	dispatched	examined	coordinated	audited	developed	clarified
coordinated	drafted	executed	explained	critiqued	balanced	directed	coached
delegated	edited	generated	explored	developed	budgeted	displayed	collaborated
developed	enlisted	implemented	extracted	enabled	calculated	established	contributed
directed	formulated	inspected	formulated	encouraged	computed	fashioned	counseled
evaluated	influenced	monitored	gathered	evaluated	conserved	formulated	demonstrated
executed	interpreted	operated	identified	explained	corrected	founded	diagnosed
improved	lectured	organized	inspected	facilitated	developed	illustrated	educated
increased	mediated	prepared	interpreted	focused	estimated	instituted	encouraged
organized	moderated	processed	interviewed	guided	forecasted	integrated	expedited
oversaw	motivated	purchased	investigated	informed	managed	introduced	facilitated
planned	negotiated	recorded	located	initiated	marketed	invented	familiarized
prioritized	persuaded	retrieved	measured	instilled	measured	modeled	guided
produced	promoted	screened	organized	instructed	netted	modified	motivated
recommended	publicized	specified	reviewed	motivated	planned	originated	provided
reviewed	reconciled	systematized	searched	persuaded	prepared	performed	referred
scheduled	recruited	tabulated	summarized	set goals	projected	planned	rehabilitated
streamlined	spoke	validated	surveyed	stimulated	reconciled	revitalized	represented
strengthened	translated		systematized	trained	reduced	shaped	simplified
supervised	wrote		tested	tutored	researched	solved	supplied

POWERFUL BULLET POINTS

To create an effective resume, you need to utilize powerful bullet points that describe your work and extra-curricular experiences. These descriptions should be more than just a list of your primary job duties. Be sure to incorporate the skills you utilized to accomplish your job tasks. Include those personal attributes that enhanced your ability to get the job done (i.e. creativity). Whenever possible, highlight accomplishments that you achieved in the course of your normal duties (i.e. increased sales by 50%). Using this method to create powerful bullet points will ensure that your resume will shine.

PRIMARY JOB DUTIES	SKILLS UTILIZED	POWERFUL BULLET POINT
<i>Made bulletin boards and posters</i>	<i>Communications, marketing, creativity</i>	<i>Designed marketing and advertising tactics to create interest in study abroad programs.</i>