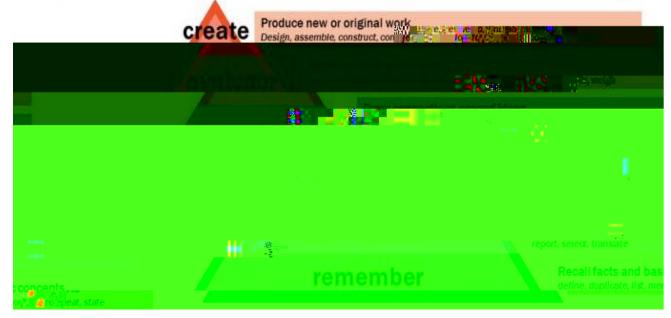
# ACTION WORDS FOR RESUMES

The word list is categorized into various skill areas Action verbs give your resume power and direction They present a clear/concise message about your skills to the employer Use present tense for current jobs and past tense for previous jobs; be consistent

# **Bloom's Taxonomy**



#### **Financial Skills**

Administered Allocated Analyzed Appraised Audited Balanced Budgeted Calculated Computed Dept. Records Detailed Developed Forecasted Managed Marketed Planned Projected Researched Solved

#### **Technical Skills**

Assembled Built Calculated Computed Designed Engineered Fabricated Maintained Operated Overhauled Programmed Remodeled Repaired Solved Upgraded

### Manual Skills

Assembled Bent Bound Controlled Cut Drilled Fed Ground Handled Lifted Moved Operated Pulled Set-up Shipped Tended

#### Helping Skills

Adjusted Assessed Assisted Attended Clarified Coached Counseled Demonstrated Diagnosed Expedited

Management Skills	<b>Communication</b>	<u>Creative Sl</u>
Administered	<u>Skills</u>	Acted
Analyzed	Addressed	Conceptuali
Assigned	Arbitrated	<u>Customized</u>
Chaired	Arranged	Designed
Consolidated	Authored	Developed
Contracted	Collaborated	Established
Controlled	Convinced	Fashioned
Coordinated	Corresponded	Founded
Delegated	Created	Generated
Developed	Developed	Illustrated
Directed	Directed	Imagined
Evaluated	Drafted	Initiated
Executed	Edited	Instituted
Hired	Enlisted	Integrated
Improved	Formulated	Invented
Increased	Helped	<b>Originated</b>
Organized	Influenced	Perceived
Oversaw	Interpreted	Performed
Prioritized	Lectured	Planned
Produced	Led	Played
Reviewed	Mediated	Revitalized
Scheduled	Moderated	Shaped
Strengthened	Motivated	Visualized
Supervised	Negotiated	
1	Obtained	<b>Teaching S</b>
<b>Research Skills</b>	Persuaded	Adapted
Clarified	Promoted	Advised
Collected	Publicized	Briefed
Critiqued	Read	Clarified
Decided	Reasoned	Coached
Diagnosed	Reconciled	Communica
Evaluated	Recruited	Coordinated
Examined	Sold	Decided
Extracted	Spoke	Developed
Extrapolated	1	Enabled
Gathered		Encouraged
Identified		Enlightened
Inspected		Evaluated
Interpreted		Explained
Interviewed		Facilitated
Investigated		Guided
Organized		Influenced
Reviewed		Informed
Summarized		Initiated
Surveyed		Instructed
Synthesized		Invented
Systematized		Persuaded
Wrote		Stimulated

reative Skills cted onceptualized ustomized esigned eveloped stablished ashioned ounded enerated lustrated nagined <u>itiated</u> stituted tegrated vented riginated erceived erformed lanned layed evitalized haped isualized eaching Skills dapted dvised riefed larified oached ommunicated oordinated ecided eveloped nabled ncouraged nlightened valuated

## **Clerical/Detail Skills**

The <u>underlined</u> words are especially good for pointing out <u>accomplishments</u>.