

The following verbs will help you best describe your experience in an “action-oriented” fashion. Use these words in conjunction with nouns; the nouns are what will be picked up by the scanner. NOTE: The items in bold could be subheadings on a Skills Resume.

Leadership & Teamwork

Advocated	Formed	Mentored	Recruited
Approved	Founded	Moderated	Represented
Authorized	Governed	Monitored	Responded
Counseled	Guided	Motivated	Reviewed
Determined	Headed	Negotiated	Spearheaded
Developed	Hired	Operated	Sponsored
Diagnosed	Influenced	Originated	Staged
Directed	Initiated	Oversaw	Started
Disseminated	Inspired	Pioneered	Streamlined
Elected	Installed	Presided	Strengthened
Enforced	Instituted	Prioritized	Supervised
Enlisted	Instructed	Processed	Taught
Ensured	Integrated	Produced	Trained
Examined	Led	Promoted	
Explained	Managed	Recommended	

Planning & Organizational

Arranged	Ensured	Maintained	Reorganized
Assembled	Examined	Monitored	Reviewed
Catalogued	Executed	Operated	Routed
Collected	Explained	Organized	Scheduled
Coordinated	Formalized	Planned	Streamlined
Disseminated	Initiated	Processed	Updated
Distributed	Installed	Recorded	

Communication

Advised	Corresponded	Interpreted	Recruited
Answered	Demonstrated	Interviewed	Reported
Apprised	Drafted	Introduced	Responded
Assessed	Edited	Lectured	Scheduled
Authored	Educated	Planned	Screened
Briefed	Explained	Presented	Spoke
Clarified	Facilitated	Projected	Summarized
Composed	Familiarized	Proofread	Taught
Conducted	Handled	Publicized	Trained
Constructed	Informed	Published	Translated
Contacted	Instructed	Reconciled	Wrote

Technical & Analytical

Administered	Developed	Generated	Maintained
Analyzed	Devised	Identified	Operated
Assessed	Discovered	Improved	Programmed
Audited	Documented	Increased	Reduced
Charted	Drafted	Inspected	Researched
Classified	Edited	Installed	Restored
Compiled	Evaluated	Instituted	Searched
Computed	Examined	Integrated	Streamlined
Conducted	Expanded	Interfaced	Surveyed
Consulted	Forecast	Interpreted	Systematized
Designed	Formed	Interviewed	Tested
Detected	Gathered	Launched	Wrote

Creative & Innovative

Arranged	Developed	Initiated	Presented
Authored	Devised	Invented	Produced
Composed	Directed	Launched	Revitalized
Conceived	Edited	Modernized	Restored
Conceptualized	Established	Originated	Shaped
Created	Fashioned	Performed	Stimulated
Designed	Formulated	Planned	

Counseling & Helping

Aided	Contributed	Helped	Supported
Assisted	Counseled	Instilled	Treated
Attended	Facilitated	Mentored	Tutored
Collaborated	Fostered	Provided	
Comforted	Guided	Settled	

Marketing & Sales

Arbitrated	Educated	Increased	Proposed
Attained	Ensured	Influenced	Publicized
Augmented	Established	Integrated	Published
Boosted	Exceeded	Launched	Purchased
Broadened	Excelled	Led	Researched
Calculated	Expanded	Maintained	Resolved
Centralized	Expedited	Marketed	Revamped
Consulted	Familiarized	Mediated	Revitalized
Convinced	Gained	Negotiated	Secured
Decreased	Generated	Performed	Sold
Developed	Identified	Persuaded	Solicited
Dissuaded	Implemented	Produced	Strengthened
Documented	Improved	Promoted	Supplemented

Skills/Qualities Employers Want (Based on a 5-point scale; 5 = extremely important)

- **Critical Thinking/Problem Solving** 4.66
- **Teamwork/Collaboration** 4.48
- **Professionalism/Work Ethic** 4.41
- **Oral/Written Communication** 4.30
- **Digital Technology** 3.84
- **Leadership** 3.65
- **Career Management** 3.38
- **Global/Multi-cultural Fluency** 2.78

Source: Job Outlook 2019, National Association of Colleges & Employers

Skills Resume—Sample C

JENNIFER WHARTON

(435) 755-3948

jenn123@gmail.com

Experienced feature writer seeks Wall Street Journal Internship

EDUCATION

B.S., Communications, Print Journalism; French Minor
Utah State University (USU), Logan, UT

May 20xx
GPA 3.5

RELEVANT SKILLS & EXPERIENCE Writing & Editing

- Revised the text and design for a 125-page student handbook distributed to 2,500 freshmen annually
- Contributed article monthly as feature writer for 16,000 circulation campus newspaper
- Organized a staff of 10 proofreaders and copy editors
- Designed layout and oversaw final production of monthly student housing newsletter

Research

- Performed statistical analysis using SPSS, including cross-tabs and regression analysis
- Constructed, administered, and interpreted questionnaires in Qualtrics for research

Communication & Interpersonal

- Created and taught 10 weekly classes on "Internet Research" to adult groups of up to 40 people
- Worked well under pressure and demonstrated strong customer relations skills while working as a server
- Spoke to large and small groups while a volunteer in France
- French tutor for USU students and local high school students

Computer

- Designed an Access database for community literacy program to track participant and volunteer hours
- Used ezPlug to re-design and maintain webpage for the USU French Student Club (www.usu.edu/clubs)
- Proficient in: ezPlug, InDesign, HTML, SPSS, and Microsoft Office

WORK & LEADERSHIP HISTORY

Feature Writer, USU Statesman, Logan, UT mm/yy – mm/yy
News Editor, USU Biology Department, Logan, UT mm/yy – mm/yy
President, USU Biology Student Club, Logan, UT mm/yy – mm/yy
Server, Café Sabor, Logan, UT mm/yy – mm/yy
French-Speaking Volunteer, Non-Profit Organization, France mm/yy – mm/yy

Hybrid Resume—Sample D

TONG CHEN

tongchen9999@gmail.com | (435) 234-3948

HEALTH AND SAFETY POSITION WITH MONSANTO

EDUCATION

BA, Public Health, Industrial Hygiene Emphasis
Minor: Chemistry

May 20xx
Logan, UT

Utah State University

- Maintained 3.0 GPA while working part-time and participating in campus leadership positions

INTERNSHIP EXPERIENCE

Industrial Hygiene Intern

Summers 20xx and 20xx

Hitachi Global Storage Technologies, Ventura, CA

- Identified, evaluated, and controlled workplace hazards for corporate headquarters and research center
- Conducted air sampling projects, non-ionizing radiation surveys, and completed Qualitative Exposure Assessments for laboratory and clean room procedures and tools
- Performed internal safety audits
- Assisted in teaching ergonomic classes, performed PPE hazard assessments, and participated in regular safety department meetings and activities
- Wrote professional reports for OSHA compliance and documented all activities in Excel
- Used fluent Mandarin skills to communicate with international clients and vendors

LEADERSHIP & SERVICE

Vice President of Activities, Student Alumni Association

20xx - 20xx

Fundraising Committee Chair, Industrial Hygiene Student Club

20xx - 20xx

Doctors Without Borders, USU Chapter

20xx - 20xx

WORK EXPERIENCE

Telephone Interviewer

Information Alliance, Logan, UT

mm/yy - Present

- Conducted telephone surveys to 30 clients daily
- Consistently exceeded call volume goals

Server

Village Inn, Logan, UT

mm/yy - mm/yy

- Served large groups efficiently in a fast-paced environment
- Learned to multi-task, problem-solve, and pay attention to detail
- Improved language skills

Willing to Relocate Internationally – Work Permit Eligible