

Resume: Action Verbs

Use action verbs in your resume to describe skills, duties and accomplishments

Achieved	Administered	Arranged	Approved
Analyzed	Applied	Assessed	Attained
Arbitrated	Allocated	Advised	Assembled
Awarded	Affected	Appraised	Authored
Balanced	Budgeted	Built	Calculated
Chaired	Consulted	Contributed	Coached
Coordinated	Counseled	Correlated	Collected
Conceived	Contracted	Decided	Defined
Detailed	Developed	Distributed	Diagnosed
Discovered	Debated	Drafted	Delivered
Evaluated	Examined	Empathized	Encouraged
Eliminated	Excelled	Expanded	Estimated
Formulated	Formed	Facilitated	Founded
Generated	Guided	Gathered	Gained
Handled	Helped	Implemented	Improved
Invented	Introduced	Investigated	Installed
Inspired	Launched	Lectured	Led
Maintained	Mastered	Motivated	Managed
Mentored	Monitored	Negotiated	Participated
Performed	Problem Solved	Persuaded	Promoted
Purchased	Painted	Planned	Programmed
Recruited	Revitalized	Referred	Reviewed
Researched	Recorded	Repaired	Remodeled
Reported	Recommended	Recruited	Searched
Scheduled	Sold	Simplified	Structured
Surveyed	Screened	Supervised	Summarized
Translated	Transformed	Tailored	Trained
Tested	Upgraded	Validated	Verified
Visualized	Verbalized	Volunteered	Wrote

Resume: Skill Sets

Organize your resume by skill sets based on the needs of the employer.
Use headings to present these skills sets

Academic Achievements	Educating	Occupational Safety
Accounting	Electronics	Organizational Skills
Accounts Receivable	Employment	Presentations
Accounts Payable	Engineering	Production
Administration	Estimating	Program Designs
Advertising	Facilitation	Program Planning
Advising	Field Work	Project Management
Advocacy	Finance	Promotions
Affiliations	Food Service	Public Speaking
Agricultural	Foreign Languages	Problem Solving
Analysis	Fund Raising	Publications
Arbitration	Goal Setting	Purchasing
Budgeting	Human Resources	Photography
Business Development	Implementation	Quality Control
Business Management	Information Technology	Research
Career Development	Innovation	Results
Case Management	Inspection	Retailing
Cash Management	Instruction	Robotics
Catering	International Experience	Scheduling
Certification	Interpersonal	Sales
Childcare	Internships	Sign Language
Coaching	Investing	Systems
Communication	Laboratory Skills	Special Event Planning
Community Involvement	Landscaping	Special Training
Computer Hardware	Landscape Planning	Staff Development
Computer Language	Layout	Supervision
Computer Software	Leadership	Teaching
Conflict Resolution	Liaison	Teamwork
Construction	Licensure	Technical skills
Coordination	Manual	Telecommunications
Counseling	Marketing	Testing
Crisis Intervention	Market Research	Training
Design	Mechanic	Translation
Desktop Publishing	Mediation	Transcription
Drafting	Military	Trouble Shooting
Economic Analysis	Motivation	Volunteer Work
Editing	Nursing	Writing Skills

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**FOR ADDITIONAL GUIDANCE ON HOW TO PREPARE YOUR RESUME, REGISTER FOR
LARIMER COUNTY WORKFORCE CENTER'S
RESUME: HOW TO MAKE YOUR RESUME ROAR WORKSHOP**