

RESUME VOCABULARY LIST

ACTIVITY 9b

ACTION LIST

This is a list of action words which could be useful for writing resumes and communicating your achievements.

Communication

Instructed	Notified	Promoted	Mediated
Presented	Wrote	Displayed	Corresponded
Counselled	Lectured	Advocated	Advised
Edited	Translated	Interviewed	Publicised
Authored	Trained	Arbitrated	Demonstrated
Negotiated	Interpreted	Acted as Liaison	Published
Moderated	Sold	Commented	Informed
Guided	Consulted	Recommended	Referred
Marketed			

Administration

Supervised	Managed	Completed	Controlled
Dispensed	Obtained	Directed	Administered
Regulated	Referred	Oversaw	Routed
Implemented	Co-ordinated	Instituted	Appointed
Selected	Recruited	Eliminated	Provided
Determined	Delegated	Arranged	Distributed
Conducted	Consolidated	Terminated	Rectified
Founded	Ordered	Reviewed	Prescribed
Represented	Organised	Supplied	Contracted
Executed	Dispatched	Governed	Headed
Issued	Launched	Offered	Opened
Overhauled	Presided	Revamped	Motivated

Planning & Development

Planned	Created	Invented	Discovered
Developed	Improved	Devised	Broadened
Designed	Produced	Prepared	Drafted
Modified	Proposed	Estimated	

Analysis

Analysed	Evaluated	Systemised	Amplified
Researched	Calculated	Identified Needs	Compiled
Solved	Formulated	Tested	Forecasted
Detected	Disapproved	Studied	Computed
Investigated	Diagnosed	Examined	Programmed

Financial/Records Management

Purchased	Collected	Audited	Logged
Balanced	Expedited	Processed	Charted
Recorded	Allocated	Inventoried	Documented
Maximised	Catalogued	Condensed	Listed
Monitored	Tallied	Guaranteed	Invested
Scheduled	Traced	Procured	
Classified	Updated		

Manual

Constructed	Installed	Built	Navigated
Operated	Maintained	Restored	Assembled
Delivered	Trimmed	Repaired	Modernised
Rewired	Replaced		

General

Handled	Performed	Served	Provided
Contributed	Delivered	Assisted	Increased
Expanded	Initiated	Accomplished	Completed
Originated	Serviced	Utilised	Achieved
Strengthened	Transformed		

Other Words to Use

Remember, that each career field has its own professional 'buzz' words; terminology that immediately differentiates a Nurse from an Accountant, or a Programmer from a Social Worker. For example: do you call those who benefit from your products/services; users, customers, clients, buyers or patients?

SKILL LIST

Some examples of skills and abilities to use as a guide.

Accounting	Checking	Customer Relations	Enforcing
Administering	Clarifying	Decision Making	Evaluating
Advising	Client Relations	Delegating	Facilitating
Analysing	Coaching	Demonstrating	Finalising
Appraising	Communicating	Designing	Financial Planning
Arbitrating	Compiling Data	Developing People	Financing
Assessing	Computer Programming	Developing Procedures	Following Direction
Auditing	Conceptualising	Developing Programs	Following Through
Balancing	Conflict Management	Developing Systems	Forecasting
Book-keeping	Conflict Resolution	Diagnosing	Formulating Policy
Budgeting	Consulting	Diplomacy	Formulating Strategy
Buying	Co-ordinating	Directing	Getting Along with Others
Calculating	Counselling	Editing	Goal Setting
Canvassing	Creating	Effecting Change	Guiding