

SUGGESTED WORDS FOR YOUR RÉSUMÉ

Hard Skills (Skill Areas)

Account management	Editing	Marketing	Real Estate
Accounting	Electronic engineering	Mechanics	Researcher
Administration	Environmental planning	Media	Records management
Advertising	Equipment maintenance	Mediation	Recruiting
Advocacy	Estimating & bidding	Merchandising	Reporting
Bookkeeping	Expense reduction	Needs Analysis	Research
Budgeting	Facilitating	Negotiation	Resource development
Business communications	Family counselling	Office management	Restaurant management
Career development	Field research	Office support	Retailing
Client relations	Film & video	Organization/planning	Sales
Communication	Financial planning	Outreach	Special education
Community organizing	Food preparation	Performing arts	Staff development
Computer literacy	Forecasting	Photography	Statistical analysis
Computer programming	Fundraising	Policy making	Supervision & training
Consulting	Graphic design	Presentation	Systems analysis
Contracts & agreements	Group benefits	Printing	Teaching/instructing
Co-ordination	Inspection	Problem solving	Teamwork
Corporate administration	Interviewing	Product development	Technical writing
Counselling	Inventory control	Production	Telephone skills
Curriculum development	Investigation	Program development	Testing
Customer service	Labour relations	Project management	Troubleshooting
Data processing	Language interpreting	Promotions & publicity	Visual arts
Decorating	Languages	Public relations	Word processing
Design/development	Leadership	Public speaking	Writing
Display	Maintenance	Publishing	
Drafting	Management	Purchasing	
Driving	Market research	Quality control	

Soft Skills (Personal Descriptors)

Able	Dynamic	Intelligent	Self-motivated
Accommodating	Effective	Intuitive	Sensitive
Accountable	Effective writer	Leading edge	Serious
Analytical	Energetic	Learning	Service-oriented
Articulate	Enthusiastic	Loyal	Sincere
Authentic	Experienced	Open	Skilled
Autonomous	Fast learner	Organized	Stable
Available	Flexible	Perceptive	Straight-forward
Catalytic	Growth-oriented	Powerful	Supportive
Clear thinker	Hard working	Productive	Talented
Committed	Humorous	Professional	Team contributor
Compassionate	Initiator	Reliable	Thorough
Concerned	Insightful	Result-oriented	Trusted
Confident	Integral	Risk-taking	Versatile

Action Verbs

Accomplishments:

Achieved	Expanded	Reduced	Spearheaded	Transformed
Completed	Improved	Resolved (issues)	Succeeded	Won
Exceeded	Pioneered	Restored	Surpassed	

Communication/People Skills:

Addressed	Conveyed	Expressed	Mediated	Reinforced
Advertised	Convinced	Formulated	Moderated	Reported
Arbitrated	Corresponded	Furnished	Negotiated	Resolved
Arranged	Debated	Incorporated	Observed	Responded
Articulated	Defined	Influenced	Outlined	Solicited
Authored	Described	Interacted	Participated	Specified
Clarified	Developed	Interpreted	Persuaded	Spoke
Collaborated	Directed	Interviewed	Presented	Suggested
Communicated	Discussed	Involved	Promoted	Summarized
Composed	Drafted	Joined	Proposed	Synthesized
Condensed	Edited	Judged	Publicized	Translated
Conferred	Elicited	Lectured	Reconciled	Wrote
Consulted	Enlisted	Listened	Recruited	
Contacted	Explained	Marketed	Referred	

Creative Skills:

Acted	Created	Entertained	Instituted	Performed
Adapted	Customized	Established	Integrated	Photographed
Began	Designed	Fashioned	Introduced	Planned
Combined	Developed	Formulated	Invented	Revised
Composed	Directed	Founded	Modeled	Revitalized
Conceptualized	Displayed	Illustrated	Modified	Shaped
Condensed	Drew	Initiated	Originated	Solved

Financial/Data Skills:

Adjusted	Audited	Corrected	Marketed	Reconciled
Administered	Balanced	Determined	Measured	Reduced
Allocated	Budgeted	Developed	Planned	Researched
Analyzed	Calculated	Estimated	Prepared	Retrieved
Appraised	Computed	Forecasted	Programmed	
Assessed	Conserved	Managed	Projected	

Helping Skills:

Adapted	Clarified	Educated	Helped	Represented
Advocated	Coached	Encouraged	Insured	Resolved
Aided	Collaborated	Ensured	Intervened	Simplified
Answered	Contributed	Expedited	Motivated	Supplied
Arranged	Co-operated	Facilitated	Prevented	Supported
Assessed	Counselled	Familiarized	Provided	Volunteered
Assisted	Demonstrated	Furthered	Referred	
Cared for	Diagnosed	Guided	Rehabilitated	

Management/Leadership Skills:

Administered	Converted	Generated	Managed	Reorganized
Analyzed	Co-ordinated	Handled	Merged	Replaced
Appointed	Decided	Headed	Motivated	Restored
Approved	Delegated	Hired	Organized	Reviewed
Assigned	Developed	Hosted	Originated	Scheduled
Attained	Directed	Improved	Overhauled	Secured
Authorized	Eliminated	Incorporated	Oversaw	Selected
Chaired	Emphasized	Increased	Planned	Streamlined
Considered	Enforced	Initiated	Presided	Strengthened
Consolidated	Enhanced	Inspected	Prioritized	Supervised
Contracted	Established	Instituted	Produced	Terminated
Controlled	Executed	Led	Recommended	

Organization/Detail Skills:

Approved	Corresponded	Logged	Processed	Routed
Arranged	Distributed	Maintained	Provided	Scheduled
Catalogued	Executed	Monitored	Purchased	Screened
Categorized	Filed	Obtained	Recorded	Standardized
Coded	Generated	Operated	Registered	Submitted
Collected	Implemented	Ordered	Reserved	Supplied
Compiled	Incorporated	Organized	Responded	Systematized
Corrected	Inspected	Prepared	Reviewed	Verified

Research Skills:

Analyzed	Determined	Formulated	Investigated	Solved
Clarified	Diagnosed	Gathered	Located	Summarized
Collected	Evaluated	Identified	Measured	Surveyed
Compared	Examined	Inspected	Organized	Systematized
Conducted	Experimented	Interpreted	Researched	Tested
Critiqued	Explored	Interviewed	Reviewed	
Detected	Extracted	Invented	Searched	

Teaching Skills:

Adapted	Co-ordinated	Explained	Instilled	Stimulated
Advised	Critiqued	Facilitated	Instructed	Taught
Clarified	Developed	Focused	Motivated	Tested
Coached	Enabled	Guided	Persuaded	Trained
Communicated	Encouraged	Individualized	Set Goals	Transmitted
Conducted	Evaluated	Informed	Simulated	Tutored

Technical Skills:

Adapted	Constructed	Fabricated	Programmed	Solved
Applied	Converted	Fortified	Rectified	Specialized
Assembled	Debugged	Installed	Regulated	Standardized
Built	Designed	Maintained	Remodelled	Studied
Calculated	Determined	Operated	Repaired	Upgraded
Computed	Developed	Overhauled	Replaced	Utilized
Conserved	Engineered	Printed	Restored	