



# Verbs, Modifiers, Qualities & Skills

## Action Verbs

|              |                |              |               |              |
|--------------|----------------|--------------|---------------|--------------|
| Accelerated  | Combined       | Distributed  | Figured       | Introduced   |
| Accomplished | Communicated   | Diverted     | Fixed         | Invented     |
| Achieved     | Compiled       | Documented   | Focused       | Inventoried  |
| Adapted      | Completed      | Drafted      | Formed        | Investigated |
| Adjusted     | Composed       | Dramatized   | Formulated    | Judged       |
| Administered | Computed       | Drew         | Forwarded     | Justified    |
| Admitted     | Conceived      | Drove        | Founded       | Keynoted     |
| Advanced     | Conceptualized | Earned       | Functioned    | Launched     |
| Advertised   | Conciliated    | Edited       | Gathered      | Led          |
| Advised      | Conducted      | Educated     | Generated     | Lectured     |
| Affected     | Confronted     | Effected     | Governed      | Located      |
| Aided        | Consolidated   | Electrified  | Guided        | Maintained   |
| Aligned      | Constructed    | Eliminated   | Harmonized    | Managed      |
| Allocated    | Conserved      | Employed     | Headed        | Mapped       |
| Analyzed     | Consulted      | Enforced     | Held          | Marketed     |
| Anticipated  | Contracted     | Engineered   | Helped        | Measured     |
| Applied      | Controlled     | Enlarged     | Hired         | Mediated     |
| Appraised    | Coordinated    | Entertained  | Identified    | Mentored     |
| Arbitrated   | Corresponded   | Equipped     | Illustrated   | Merged       |
| Arranged     | Counseled      | Established  | Implemented   | Modeled      |
| Ascertained  | Created        | Estimated    | Improved      | Modified     |
| Assembled    | Deferred       | Evaluated    | Improvised    | Monitored    |
| Assessed     | Defined        | Examined     | Increased     | Motivated    |
| Assigned     | Delegated      | Exceeded     | Indexed       | Navigated    |
| Assisted     | Delivered      | Executed     | Indoctrinated | Negotiated   |
| Attained     | Demonstrated   | Exhibited    | Influenced    | Observed     |
| Audited      | Designed       | Expanded     | Informed      | Obtained     |
| Authored     | Detailed       | Expedited    | Initiated     | Operated     |
| Budgeted     | Detected       | Experienced  | Innovated     | Optimized    |
| Built        | Determined     | Explained    | Inspected     | Ordered      |
| Calculated   | Developed      | Explored     | Inspired      | Organized    |
| Cataloged    | Devised        | Expressed    | Installed     | Originated   |
| Chaired      | Diagnosed      | Extended     | Instituted    | Outsold      |
| Changed      | Directed       | Extracted    | Instructed    | Overcame     |
| Charted      | Discovered     | Fabricated   | Instrumented  | Oversaw      |
| Clarified    | Dispensed      | Facilitated  | Integrated    | Painted      |
| Classified   | Displayed      | Familiarized | Interpreted   | Participated |
| Coached      | Disproved      | Filed        | Intervened    | Patented     |
| Collected    | Dissected      | Filtered     | Interviewed   | Perfected    |

## More Action Verbs

|              |               |             |              |             |
|--------------|---------------|-------------|--------------|-------------|
| Performed    | Publicized    | Researched  | Specified    | Timed       |
| Persuaded    | Published     | Resolved    | Spoke        | Trained     |
| Photographed | Purchased     | Responded   | Stabilized   | Transcribed |
| Piloted      | Quoted        | Restored    | Staffed      | Transferred |
| Pioneered    | Raised        | Retrieved   | Stimulated   | Transformed |
| Planned      | Realized      | Reviewed    | Straightened | Translated  |
| Played       | Reasoned      | Revised     | Streamlined  | Transmitted |
| Predicted    | Recommended   | Revitalized | Strengthened | Treated     |
| Prepared     | Reconciled    | Rewrote     | Structured   | Triggered   |
| Prescribed   | Recorded      | Saved       | Studied      | Tutored     |
| Presented    | Recovered     | Scheduled   | Succeeded    | Uncovered   |
| Preserved    | Recruited     | Secured     | Suggested    | Unified     |
| Presided     | Reduced       | Selected    | Summarized   | Updated     |
| Printed      | Referred      | Served      | Supervised   | Upgraded    |
| Processed    | Refined       | Set up      | Supplied     | Utilized    |
| Produced     | Rehabilitated | Shaped      | Surveyed     | Verified    |
| Programmed   | Rendered      | Simplified  | Synthesized  | Visited     |
| Projected    | Renovated     | Sketched    | Systemized   | Won         |
| Promoted     | Reorganized   | Sold        | Tabulated    | Wrote       |
| Proposed     | Repaired      | Solved      | Tailored     |             |
| Protected    | Replaced      | Sorted      | Talked       |             |
| Proved       | Reported      | Sparked     | Taught       |             |
| Provided     | Represented   | Spearheaded | Tested       |             |

## Positive Modifiers

|               |                 |                |               |               |
|---------------|-----------------|----------------|---------------|---------------|
| Accurately    | Conscientiously | Intellectually | Precisely     | Strongly      |
| Actively      | Consistently    | Intelligently  | Proficiently  | Substantially |
| Aggressively  | Cooperatively   | Inventively    | Progressively | Successfully  |
| Alertly       | Creatively      | Logically      | Qualified     | Supportively  |
| Ambitiously   | Diligently      | Loyally        | Rationally    | Tactfully     |
| Analytically  | Effectively     | Maturely       | Realistically | Technically   |
| Artistically  | Efficiently     | Methodically   | Reflectively  | Tenaciously   |
| Assertively   | Energetically   | Meticulously   | Reliably      | Thoroughly    |
| Capably       | Flexibly        | Patiently      | Resourcefully | Thoughtfully  |
| Competently   | Imaginatively   | Perseveringly  | Responsibly   | Versatile     |
| Competitively | Independently   | Pleasantly     | Significantly | Vigorously    |
| Confidently   | Industriously   | Practically    | Steadily      |               |

✓ **HOT TIP:** Use wording in your résumé that is clear, concise, and informative. Short statements are easier to read and comprehend than longer ones. Respect the time of the individual reading your résumé by creating an informative document that the reviewer is able to process quickly and easily.

## Personal Qualities

|                                      |                     |                              |
|--------------------------------------|---------------------|------------------------------|
| Ability to choose or make a decision | Easy going          | Performing well under stress |
| Alertness                            | Emotional stability | Persistence                  |
| Adventuresome                        | Empathy             | Playfulness                  |
| Assertiveness                        | Enthusiasm          | Poise                        |
| Astuteness                           | Expressiveness      | Politeness                   |
| Attention to details                 | Firmness            | Punctuality                  |
| Awareness                            | Flexibility         | Resourcefulness              |
| Authenticity                         | Generosity          | Self-confidence              |
| Calmness                             | Good judgement      | Self-control                 |
| Candidness                           | Hard work capacity  | Self-reliance                |
| Commitment to grow                   | High energy level   | Self-respect                 |
| Concentration                        | Honesty             | Sense of humor               |
| Cooperation                          | Initiative          | Sincerity                    |
| Courage,                             | Integrity           | Spontaneity                  |
| Curiosity                            | Loyalty             | Tactfulness                  |
| Diplomacy                            | Open-mindedness     | Tidiness                     |
| Drive                                | Optimism            | Tolerance                    |
| Dynamic traits                       | Orderliness         | Versatility                  |
|                                      | Patience            | Utility                      |

## Functional Skills

|                            |                              |                              |
|----------------------------|------------------------------|------------------------------|
| Administering programs     | Expressing feelings          | Programming computers        |
| Advising people            | Finding information          | Promoting events             |
| Analyzing data             | Handling complaints          | Protecting property          |
| Appraising services        | Imagining new solutions      | Questioning others           |
| Arranging social functions | Initiating with strangers    | Reading volumes of material  |
| Assembling apparatus       | Inspecting physical objects  | Recording scientific data    |
| Auditing financial records | Interviewing people          | Recruiting people for hire   |
| Budgeting expenses         | Inventing new ideas          | Rehabilitating people        |
| Calculating numerical data | Investigating problems       | Remembering information      |
| Checking for accuracy      | Listening to others          | Repairing mechanical devices |
| Classifying records        | Locating lost information    | Repeating same procedure     |
| Coaching individuals       | Managing an organization     | Researching in library       |
| Collecting money           | Measuring boundaries         | Reviewing programs           |
| Compiling statistics       | Mediating between people     | Running meetings             |
| Confronting other people   | Meeting the public           | Selling products             |
| Constructing buildings     | Monitoring others' progress  | Serving individuals          |
| Coordinating events        | Motivating others            | Setting up demonstrations    |
| Corresponding with others  | Negotiating contracts        | Sketching charts or diagrams |
| Counseling people          | Operating equipment          | Speaking in public           |
| Deciding uses of money     | Organizing people and tasks  | Supervising others           |
| Delegating responsibility  | Persuading others            | Teaching classes             |
| Designing data systems     | Planning agendas             | Tolerating interruptions     |
| Dispensing information     | Planning groups' needs       | Updating file                |
| Displaying artistic ideas  | Politicking with others      | Visualizing new formats      |
| Distributing products      | Predicting futures           | Working long hours           |
| Dramatizing ideas          | Preparing materials          | Working with precision       |
| Editing publications       | Printing by hand             | Writing clear reports        |
| Exhibiting plans           | Processing human interaction | Writing for publication      |