

Powerful words to use in your resume

Action Verbs

accelerated	budgeted	delegated	established	generated	motivated	qualified	streamlined
accomplished	communicated	demonstrated	evaluated	guided	negotiated	raised	structured
achieved	completed	designed	excelled	implemented	observed	recognized	suggested
adapted	composed	determined	expedited	identified	organized	recommended	supervised
advised	conducted	developed	financed	launched	performed	recruited	taught
analyzed	controlled	directed	formulated	lead	planned	scheduled	trained
assessed	coordinated	earned	founded	maintained	prepared	simplified	transformed
briefed	created	encouraged	gathered	managed	provided	solved	updated

Self-Descriptive Words

Active	confident	disciplined	imaginative	optimistic	precise	self-reliant	tactful
Adaptable	conscientious	efficient	independent	organized	productive	sensible	talented
ambitious	consistent	energetic	inventive	original	rational	sincere	teachable
assertive	constructive	enthusiastic	logical	patient	realistic	sophisticated	trustworthy
attentive	creative	fair	loyal	perceptive	reliable	stable	versatile
capable	dependable	friendly	mature	personable	resourceful	successful	will relocate
competent	descriptive	helpful	methodical	positive	respectful	supportive	
competitive	determined	honest	objective	practical	responsible	systematic	