



RESUME WORD LIST

Some 'action verbs' that can demonstrate your functional skills:

Acted	Calculated	Decided	Evaluated	Guided	Judged	Monitored
Adapted	Chartered	Defined	Examined	Handled	Kept	Multiplied
Addressed	Checked	Delegated	Expanded	Headed	Learned	Negotiated
Administered	Classified	Delivered	Experimented	Helped	Lectured	Officiated
Advised	Coached	Designed	Extracted	Identified	Led	Offered
Allocated	Collected	Detected	Facilitated	Illustrated	Lifted	Operated
Analyzed	Communicated	Directed	Filed	Imagined	Listened	Overhauled
Approved	Compared	Documented	Financed	Implemented	Logged	Performed
Arranged	Ascertained	Complemented	Computed	Drove	Dug	Fixed
Followed	Improved	Improvised	Made	Maintained	Received	Reviewed
Assisted	Conceived	Edited	Formulated	Increased	Managed	Trained
Attained	Coordinated	Eliminated	Founded	Indexed	Manipulated	Updated
Audited	Copied	Empathized	Gathered	Initiated	Mediated	Validated
Brought	Counseled	Enforced	Gave	Inspected	Memorialized	Valued
Budgeted	Created	Established	Generated	Interpreted	Mobilized	Visualized
Built	Dealt	Estimated	Governed	Investigated	Modeled	Wrote

Some 'adaptive skill words' that can reflect your functional skills:

Active	Creative	Efficient	Firm	Mature	Positive	Sensitive
Adaptable	Dependable	Energetic	Honest	Methodical	Productive	Sincere
Adept	Determined	Enterprising	Innovative	Objective	Reliable	Successful
Broad minded	Diplomatic	Experienced	Instrumental	Outgoing	Resourceful	Tactful
Competent	Disciplined	Fair	Logical	Personable	Self-reliant	Versatile
Conscientious	Discreet	Forceful	Loyal	Pleasant		

Skill verbs that can describe your functional skills:

Achieve	Act	Deliver	Draw	File	Finance	Make
Manage	Produce	Promote	Repair	Research	Take	Instruction
Administer	Edit	Imagine	Manipulate	Publicize	Schedule	Talk
Analyze	Elicit	Implement	Motivate	Purchase	Select	Teach/Train
Assemble	Eliminate	Improve	Negotiate	Question	Sell	Tell
Build	Emphasize	Improvise	Observe	Raise	Sense	Troubleshoot
Calculate	Enforce	Increase	Organize	Read	Separate	Tutor
Communicate	Establish	Influence	Originate	Realize	Serve	Type
Compose	Estimate	Interview	Paint	Reason	Service	Umpire
Consult	Evaluate	Invent	Perceive	Receive	Set	Understand
Control	Examine	Judge	Perform	Recommend	Sew	Unify
Coordinate	Expand	Keep	Preserve	Record	Speak	Upgrade
Copy	Experiment	Lead	Persuade	Record	Speak	Use
Count	Explain	Learn	Photograph	Recruit	Study	Utilize
Debate	Extract	Listen	Plan	Refer	Supervise	Weigh
Define	Figure	Maintain	Remember	Supply	Work	Write