

LIST OF RESUME KEYWORDS

Use these words to turn your resume into a dynamic, action-oriented instrument that demands attention

PERSONAL TRAITS		
Accurately	Effective	Reliable
Acuity	Enjoy Challenge	Responsive
Adaptable	Exceptional	Sensitive
Adept	Greatly contributed toward	Skilled
Analytical	Highly skilled	Strong
Aware	Increased responsibility	Successful
Broad	Initiative	Tactful
Broad Background	Innovating	Trained
Competent	Instrumental	Uncommon
Creative	Leading	Unique
Deeply concerned	Natural	Unusually good grasp
Dependable	New and improved	Versatile
Diplomatically	Penetrating	Vigorous
Directed	Perceptive	
Discretion	Pioneering	
Dynamic	Readily	
SKILL / FUNCTION VERBS		
Achieving	Estimating	Planning
Administering	Evaluating	Producing
Analyzing	Expediting	Programming
Applying	Forecasting	Promoting
Bringing	Guiding	Reporting
Conceiving	Implementing	Researching
Communicating	Interpreting	Selecting
Chairing	Instructing	Selling
Coordinating	Leading	Settling
Dealing	Managing	Writing
Defining	Molding	
Delegating	Motivating	
Designing	Organizing	
Developing	Perceiving	
Directing	Performing	
Enlisting	Persuading	
INTRODUCING DETAILS		
For example	For instance	In support of this
In fact	As evidence	
CAUSE AND EFFECT		
Since	Caused by	In effect
Because of	This results in	Brought about
Due to	Consequently	Made possible
For this reason	Accordingly	As might be expected
Therefore	As a result of	Give rise to
If...then	Leads to	Was responsible for

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<u>ACTION WORDS FOR PROCEDURES</u>		
Accomplishes	Enforces	Procures
Advises	Evaluates	Proposes
Analyzes	Executes	Provides
Assigns	Forecasts	Recalls
Attaches	Formulates	Reconciles
Authorizes	Generates	Retains
Compiles	Indicates	Reviews
Conducts	Initiates	Summarizes
Confers	Installs	Supplies
Conserves	Insures	Surveys
Contracts	Issues	Tabulates
Develops	Locates	Trains
Designs	Persuades	Transcribes
Devises	Prescribes	Verifies
Encourages	Processes	Weighs
<u>INTRODUCTORY</u>		
In my opinion	There is no doubt that	I question whether
I believe	From my point of view	I (dis)agree with
It is my belief that	It seems to me that	I maintain that
<u>CONCLUDING</u>		
For the reasons above	To sum up	In short
As you can see	To be sure	Undoubtedly
As I have noted	Without a doubt	In Conclusion
In other words	In summation	Obviously
On the whole	Unquestionably	Summarizing
In brief	In any event	In any case
Concluding		
<u>SUPPORTING OPINIONS</u>		
First	Last	Further
Besides	Furthermore	Again
Third	In the first place	Similarly
Finally	Likewise	Also
Besides	Equally important	Moreover
In addition	Next	
<u>COMPARE AND CONTRAST</u>		
Similarly	Likewise	As well as
Compared to	In the same way	Have in common
In like manner	Contrasting	All are
On the other hand	On the contrary	The same as
Although	As opposed to	Conversely
Whether or not	Even though	Rather than
Nevertheless	In spite of	