

Keywords List for Résumés and Letters

To demonstrate your breadth of skills, use this list of keywords when describing your work experience. Start each phrase with a verb, and use a variety of these words.

Communication Skills

Addressed	Convinced	Identified	Negotiated	Reported
Advertised	Created	Incorporated	Obtained	Responded
Aided	Defined	Influenced	Outlined	Sold
Arranged	Developed	Interacted	Participated	Solicited
Articulated	Directed	Interpreted	Persuaded	Specified
Authored	Discussed	Interviewed	Presented	Suggested
Clarified	Drafted	Involved	Promoted	Summarized
Collaborated	Edited	Joined	Proposed	Translated
Communicated	Enlisted	Led	Publicized	
Composed	Explained	Marketed	Read	
Condensed	Expressed	Mediated	Recruited	
Conveyed	Formulated	Motivated	Referred	

Creative Skills

Adapted	Designed	Established	Innovated	Originated
Combined	Developed	Fashioned	Instituted	Perceived
Composed	Devised	Founded	Introduced	Performed
Conceptualized	Directed	Generated	Launched	Planned
Created	Displayed	Illustrated	Modeled	Revised
Customized	Entertained	Initiated	Modified	Shared

Data / Financial Skills

Administered	Budgeted	Decreased	Maintained	Prepared
Allocated	Calculated	Determined	Accuracy	Projected
Analyzed	Computed	Developed	Managed	Reconciled
Audited	Conserved	Estimated	Measured	Reduced
Balanced	Corrected	Forecasted	Planned	

Helping Skills

Adapted	Attended	Educated	Integrated	Referred
Adjusted	Clarified	Encouraged	Insured	Rehabilitated
Advised	Coached	Ensured	Intervened	Related
Advocated	Collaborated	Expedited	Led	Represented
Aided	Contributed	Facilitated	Listened	Resolved
Answered	Cooperated	Familiarized	Mentored	Supported
Arranged	Counseled	Furthered	Motivated	Volunteered
Assessed	Demonstrated	Guided	Prevented	
Assisted	Diagnosed	Helped	Provided	

Teaching Skills

Adapted	Conducted	Empowered	Individualized	Taught
Advised	Coordinated	Enabled	Instructed	Trained
Clarified	Counseled	Facilitated	Persuaded	
Coached	Developed	Guided	Stimulated	

Management /Leadership Skills

Administered	Delegated	Expanded	Managed	Recruited
Analyzed	Developed	Fine Tuned	Motivated	Reorganized
Appointed	Directed	Generated	Organized	Scheduled
Approved	Doubled	Handled	Originated	Secured
Assigned	Eliminated	Implemented	Overhauled	Selected
Attained	Emphasized	Improved	Oversaw	Streamlined
Chaired	Enforced	Incorporated	Performed	Strengthened
Considered	Enhanced	Increased	Planned	Supervised
Consolidated	Established	Initiated	Prioritized	
Converted	Evaluated	Instituted	Produced	
Coordinated	Executed	Led	Recommended	

Organizational / Detail Skills

Approved	Compiled	Filed	Ordered	Screened
Arranged	Configured	Generated	Organized	Standardized
Catalogued	Distributed	Implemented	Purchased	
Charted	Diversified	Incorporated	Prepared	
Classified	Executed	Maintained	Recorded	
Coded	Facilitated	Monitored	Scheduled	

Research Skills

Analyzed	Evaluated	Inspected	Organized	Systematized
Clarified	Examined	Interpreted	Researched	
Collected	Experimented	Investigated	Summarized	
Compared	Explored	Linked	Surveyed	
Conducted	Gathered	Observed	Synthesized	

Technical Skills

Automated	Debugged	Developed	Operated	Utilized
Calculated	Designed	Devised	Overhauled	Upgraded
Converted	Determined	Maintained	Restored	

Miscellaneous Verbs

Achieved	Reduced (losses)	Resolved	Spearheaded
Pioneered		(problems)	Transformed

Résumé Checklist

STOP! Don't submit your résumé until you check this list off.

- Did you tailor your résumé for the position?
- Have you gotten your résumé critiqued by a career advisor? Schedule an appointment at 831-582-3845
- Is the résumé pleasing to the eye?
- Does the objective (if used) state clearly the area in which you seek employment?
- Is the information listed in order of importance and relevance to the position?
- Did you check that spelling, grammar, and punctuation are perfect?
- Do most phrases begin with action verbs such as “developed,” “initiated,” etc.?