

Resume Headings

Topics or categories may vary according to your background. Your resume may include some of the following categories.

- Awards
- Clubs
- Community Involvement
- Education
- Extracurricular Activities
- Familiar Tools/Machines
- Field Related Experience
- Memberships
- Publications
- Related Studies
- Special Certificates
- Special Interests
- Special Skills
- Special Studies
- Training
- Volunteer Work
- Work Experience
- Workshops and Seminars

Key Resume Action Words

The following list of words will help you in describing your duties, skills, or abilities when writing your resume.

<u>Accounting</u>	Integrated	Specified	Instructed	Assigned
Administered	Introduced	Tabulated	Persuaded	Attained
Allocated	Invented	Validated	Referred	Chaired
Analyzed	Originated		Rehabilitated	Contracted
Appraised	Performed	<u>People</u>	Represented	Consolidated
Audited	Planned	Adapted	Set goals	Coordinated
Balanced	Revitalized	Advised	Stimulated	Delegated
Budgeted		Assessed		Developed
Calculated	<u>Office</u>	Assisted	<u>Researched</u>	Directed
Computed	Approved	Clarified	Clarified	Executed
Developed	Arranged	Coached	Collected	Increased
Forecast	Cataloged	Communicated	Critiqued	Organized
Managed	Classified	Coordinated	Developed	Oversaw
Marketed	Collected	Counseled	Diagnosed	Planned
Planned	Compiled	Demonstrated	Evaluated	Prioritized
Projected	Dispatched	Developed	Examined	Produced
Researched	Executed	Diagnosed	Extracted	Recommended
	Generated	Educated	Identified	Reviewed
<u>Artistic</u>	Inspected	Enabled	Inspected	Strengthened
Acted	Monitored	Encouraged	Interpreted	Supervised
Conceptualized	Operated	Evaluated	Interviewed	
Created	Organized	Expedited	Investigated	<u>Verbal</u>
Developed	Prepared	Explained	Reviewed	Addressed
Directed	Processed	Facilitated	Summarized	Arbitrated
Established	Purchased	Familiarized	<u>Supervisory</u>	Arranged
Fashioned	Recorded	Guided	Lectured	Authored
Illustrated	Retrieved	Informed	Administered	Corresponded
Instituted	Screened	Initiated	Analyzed	Directed

Drafted
Edited
Enlisted
Formulated
Influenced
Moderated
Motivated
Negotiated

Persuaded
Publicized
Recruited
Reconciled
Spoke
Translated
Wrote

Miscellaneous
Accelerated
Accomplished
Assembled
Built
Conceived
Conducted
Demonstrated

Designed
Eliminated
Engineered
Equipped
Fabricated
Founded
Implemented
Improved

Motivated
Organized
Overhauled
Recommended
Remodeled
Revamped
Scheduled
Upgraded