

## Key Words for Résumé and Cover Letter Construction

### Action Verbs

accelerated	activated	adapted	administered	analyzed
approved	assisted	completed	conceived	conducted
controlled	coordinated	created	delegated	developed
directed	eliminated	established	evaluated	expanded
expedited	experienced	expanded	facilitated	generated
implemented	improved	increased	influenced	initiated
interpreted	launched	lead	lectured	maintained
managed	mastered	motivated	organized	originated
participated	performed	pinpointed	planned	prepared
programmed	proposed	proved	recommended	reduced
reinforced	revamped	reviewed	revised	scheduled
set-up	simplified	solved	streamlined	structured
supervised	supported	taught	trained	worked
removed	reorganized	repeated	responsible	

### Self-descriptive Words

accurately	active	adaptable	adept	aggressive
alert	ambitious	analytical	assertive	astute
attentive	aware	broad-minded	challenging	competent
conscientious	consistent	constructive	contributor	creative
dependable	determined	diplomatic	disciplined	discreet
diverse	dynamic	easily	economical	efficient
energetic	enterprising	enthusiastic	exceptional	experienced
expertise	extensively	extraverted	facilitator	fair
forceful	foresight	high-level	honest	imaginative
independent	initiative	innovative	instrumental	insightful
leading	logical	loyal	mature	methodical
objective	optimistic	participated	perceptive	personable
pioneering	pleasant	positive	practical	productive
readily	realistic	reliable	repeatedly	resourceful
responsible	responsive	self-reliant	sensitive	sincere
sophisticated	strongly	systematic	tactful	talented
unique	versatile	vigorous	will travel	will relocated