

# Resume Vocab & Tips

**VOCAB:** *Review the terms below. You may find new vocabulary to accurately describe your personal skills. Following the Personal Skills vocab is a list of action words. The action words (verbs) are categorized by skill type. Use these words to describe your work/ volunteer experience more vividly.*

## **Personal Skills:**

Accurate: Careful, precise, free from error.

Adaptable: Able to adapt oneself to new surroundings; to make suitable change so as to fit new conditions.

Alert: Watchful, wide awake, ready to act.

Ambitious: Full of ambition, strong desire "to do" something.

Amiable: Feeling and inspiring friendliness; lovable.

Analytical: Employing analytic methods; separating things into their parts or elements.

Articulate: Able to express oneself clearly, do not mumble.

Assertive: Insist on one's rights or opinions.

Attentive: To notice, pay attention to, careful attention.

Broad-minded: Being tolerant or liberal in thought or opinion.

Businesslike: Practical, systematic.

Calm: Stillness, serenity, peaceful, undisturbed.

Capable: Having the skills/ability or fitness for.

Careful: Watchful, cautious, concerned for.

Competent: Adequately qualified, ability.

Confident: Trusting, fully assured, belief, trust in yourself.

Conscientious: Good moral understanding of right and wrong.

Consistent: Constant to same principles, not changing.

Cooperative: Work well with others.

Dedicated: Devoted to aims or vocation.

Dependable: May be relied on.

Determined: To do, resolve, on a course of action.

Efficient: Competent, capable, able to get results.

Energetic: Active, full of life, vigorous, an energetic worker.

Enterprising: Strong interest, great eagerness.

Flexible: Manageable, adaptable, versatile.

Hardworking: Done with energy, industrious.

Honest: Not lying, cheating or stealing, sincere.

Independent: Ability to work on your own without being constantly supervised.

Industrious: Hardworking, diligent.

Innovative: Make changes, introduction of something new.

Motivated: The inner reason for any act; as, hunger might be the motive for working.

Optimistic: View that good prevails over evil.

Organized: Place things in working order.

Patient: Calm.

People-oriented: Enjoy working/being with people.

Persevering: Steadfast pursuit to an aim, refusal to give up; continued effort.

Practical: Inclined or suited to useful action, rather than speculation.

Productive: Tending to produce.

Realistic: Practical views/policy, truth/detail, presenting people/scenes as they are.

Reliable: Dependable.

Resourceful: Ability to supply what is needed, quick wit.

Responsible: Capable of rational conduct, trustworthy.

Versatile: Turning easily or readily from occupation/job to another, changeable.

## Action Words:

**Communication Skills:** Advocated, Clarified, Corresponded, Encouraged, Interpreted, Negotiated, Persuaded, Presented, Publicized, Solicited, Spoke, Translated

**Creative Skills:** Acted, Applied, Composed, Created, Established, Founded, Improvised, Introduced, Navigated, Originated, Presented

**Data / Financial Skills:** Adjusted, Allocated, Budgeted, Compared, Computed, Counted, Documented, Estimated, Forecasted, Inventoried, Invested, Predicted, Projected, Quantified, Recorded, Retrieved, Verified

**Helping Skills:** Aided, Assisted, Built, Demonstrated, Facilitated, Familiarized, Helped, Performed, Represented, Solved, Supported, Trained, Upheld, Volunteered, Worked

**Management / Leadership Skills:** Achieved, Administered, Assigned, Attained, Challenged, Coordinated, Decided, Delegated, Established, Executed, Handled, Headed, Implemented, Incorporated, Intervened, Launched, Led, Managed, Mediated, Motivated, Organized, Oversaw, Planned, Prioritized, Recommended, Scheduled, Supervised, United

**Efficiency Skills:** Accelerated, Allocated, Boosted, Centralized, Downsized, Edited, Eliminated, Enhanced, Expanded, Expedited, Heightened, Lessened, Leveraged, Maximized, Merged, Optimized, Outlined, Outsourced, Prevented, Prioritized, Reorganized, Reduced, Revised, Simplified, Standardized, Stream-lined, Synthesized, Systematized, Upgraded

**Research Skills:** Analyzed, Collected, Compared, Controlled, Detected, Diagnosed, Evaluated, Examined, Gathered, Identified, Investigated, Located, Measured, Organized, Reported, Replicated, Researched, Reviewed, Searched, Surveyed, Wrote

**Teaching Skills:** Aided, Advised, Clarified, Communicated, Defined, Developed, Encouraged, Evaluated, Facilitated, Fostered, Guided, Helped, Incorporated, Informed, Initiated, Instructed, Lectured, Prepared, Supported, Supervised, Stimulated, Taught

**Technical Skills:** Analyzed, Assembled, Built, Calculated, Computed, Conducted, Designed, Devised, Engineered, Maintained, Operated, Programmed, Reengineered, Remodeled, Transmitted

**TIPS:** *Review these tips before listing your hobbies and interests.*

**Not just any hobbies and interests:**

- 1) Be relevant** If the job you're seeking and your hobbies or interests coincide, don't be afraid to play that factor up. For example, if you are applying to a restaurant for the job as a chef or even a cook, list that you are passionate about cooking and food and devote a lot of your spare time to the kitchen.
- 2) Be relatable** Put your hobbies and interests that you think a potential employer will relate with the most, and this may need to change from employer to employer.
- 3) Be honest** Don't just list things to try and impress a potential employer. If you end up interviewing for or even getting the position, any lies will probably come back to haunt you.
- 4) Be authentic** You should be able to discuss and demonstrate your interests. This may sound cliché, but be ready to show off your skills if asked. If you listed "reading", be able to talk about the last few books you've read and share your thoughts with potential employers.
- 5) Be positive** Add the hobbies that come across as a positive and fun use of your down time. For instance, if you enjoy playing poker, it shows that you like to be mentally engaged and utilize strategy. Sports are also a great hobby to include, as it shows you're active, like to exercise and are a team player.
- 6) Be passionate** If it interests you, your eyes will light up when you talk about it and employers will take notice. If you love rock climbing, share it on your resume. Not only is it athletic and impressive, but it highlights your sense of adventure and willingness to take risks — something that a future employer may appreciate.
- 7) Be unique** Instead of saying "reading" is an interest, be specific about what you love to read, whether it is a specific author or time period. For instance, don't just say that you enjoy Shakespeare — be specific about which works move you the most.
- 8) Be concise** You don't want to bore the employer by going on and on. Keep it short and sweet yet informative — this could be the difference between getting your foot in the proverbial door or getting your resume filed with a ton of others.