

# THE POWER OF LANGUAGE IN RESUMES

Word-smithing or using the appropriate language is an essential part of drafting your resume. Once you have completed the first draft, go back and look at each word. Is it powerful, appropriate and exciting? Rethink and revise making sure you are using the best possible word. Choose words both thoughtfully and economically. Try not to repeat the same wording.

## Self-Management Skills

accept  
achieve  
active  
articulate  
assertive  
caring  
cheerful  
committed  
compassionate  
confident  
congenial  
conscientious  
considerate  
co-operative  
creative  
dedicated  
dependable  
determined  
disciplined  
dynamic  
efficient  
empathetic  
encouraging  
energetic  
enterprising  
enthusiastic  
expressive  
fair-minded  
friendly  
genuine  
good-natured  
helpful  
imaginative  
independent  
insightful  
intelligent

intuitive  
knowledgeable  
likeable  
logical  
objective  
open-minded  
optimistic  
orderly  
organized  
original  
outgoing  
patient  
perceptive  
persuasive  
poised  
precise  
productive  
professional  
quick  
rational  
realistic  
reassuring  
receptive  
responsive  
self-aware  
self-confident  
sensitive  
serious  
service-oriented  
sincere  
skillful  
spontaneous  
steady  
stimulating  
strong  
sympathetic  
talented

thoughtful  
trusting  
truthful  
unique  
unpretentious  
vigorous  
warm

## Knowledge of:

experienced in  
adept using  
understanding of  
familiar with  
demonstrated expertise in  
skilled at  
insight into  
competent with  
appreciation for  
excellent command of  
practical experience with  
potential for

## Able to:

skilled at  
proficient with  
capable of  
prepared to  
qualified to  
accomplished at  
facility for  
mastery of  
aptitude for

## Prepared:

drew up  
produced  
arranged

initiated  
composed  
constructed  
put together

## Business Skills

administer  
analyze  
assign  
attain  
coach  
conduct  
conserve  
control  
coordinate  
decide  
delegate  
deliver  
develop  
evaluate  
facilitate  
head  
improve  
increase  
influence  
initiate  
interview  
judge  
lead  
manage  
mediate  
mentor  
model  
motivate  
negotiate  
organize  
plan

prioritize  
problem solve  
recognize  
recommend  
recruit  
represent  
review  
schedule  
strengthen  
supervise  
take responsibility  
tutor

### **Communication Skills**

address  
advise  
arbitrate  
assist  
coach  
communicate  
consult  
correspond  
counsel  
detail  
develop  
direct  
draft  
edit  
empathize  
enforce  
explain  
express  
follow  
formulate  
give  
help  
influence  
inform  
instruct  
interpret  
learn  
listen  
meet  
motivate  
negotiate  
observe  
persuade  
plan  
present  
promote  
proofread  
question  
read  
recruit  
respond

sell  
serve  
share  
speak  
summarize  
take instructions  
talk  
teach  
team-building  
training  
translate  
verbalize  
write

### **Technical Skills**

assemble  
build  
calculate  
circuit construction  
compute  
configure  
connect circuits  
design  
devise  
engineer  
fabricate  
help desk support skills  
install  
internet work routing  
maintain  
measurement techniques  
operate  
program  
remodel  
repair  
security  
solve  
synthesis & design of  
systems  
test & maintain system  
train  
troubleshoot  
upgrade

### **Financial Skills**

administer  
allocate  
analyze  
appraise  
assess  
audit  
balance  
budget  
calculate  
chart

check  
classify  
collect  
compile  
compute  
consolidate  
determine  
develop  
distribute  
evaluate  
file  
forecast  
inspect  
inventory  
keep  
log  
maintain  
manage  
market  
memorize  
obtain  
order  
organize  
plan  
problem solve  
process  
program  
project  
purchase  
reconcile  
record  
research  
review  
schedule  
select  
sort  
systematize  
type  
verify

### **Health Care Skills**

acute care facility  
assessment  
case management  
continuity of care  
document & report  
equipment maintenance  
fee billing  
health maintenance  
home health care  
in-patient care  
long-term care  
occupational health  
outpatient care  
physician relations

plan & evaluate  
preventative medicine  
primary care  
quality care  
record & chart  
rehabilitation services  
skilled nursing facility  
treatment strategies

### **International Business**

corporate development  
cross-cultural  
communications  
diplomatic protocol  
emerging markets  
foreign government affairs  
foreign investment  
global sales  
import  
international subsidiary  
joint venture  
licensing agreements  
offshore operations

### **Engineering**

efficiency  
experimental design  
field performance  
occupational safety  
process development  
product design  
project costing  
prototype  
quality assurance  
specifications  
statistical analysis  
technical briefings  
work methods analysis

### **Marketing**

account development  
brand management  
customer loyalty  
customer retention  
direct response marketing  
emerging markets  
global markets  
field sales management  
campaign management  
consultative sales  
needs assessment of the  
customer