

Use Active & Descriptive Words!

Combine your qualifications and transferable skills with active and descriptive words to make your resume pack punch! Here's a cheat sheet to get you started.

ACTIVE WORDS

Accelerated	Detected	Launched	Revamped
Accomplished	Determined	Led	Reviewed
Achieved	Developed	Logged	Revised
Activated	Devised	Maintained	Scheduled
Adapted	Diagnosed	Managed	Selected
Adjusted	Directed	Mediated	Served
Administered	Discovered	Monitored	Set Up
Adopted	Dispensed	Navigated	Sold
Advanced	Disproved	Obtained	Solved
Advised	Distributed	Operated	Stimulated
Analyzed	Edited	Ordered	Streamlined
Applied	Effected	Organized	Strengthened
Approved	Eliminated	Oversaw	Structured
Arbitrated	Encouraged	Participated	Studied
Arranged	Enlarged	Perceived	Succeeded
Assembled	Enlisted	Performed	Suggested
Assisted	Established	Persuaded	Summarized
Attained	Estimated	Pinpointed	Supervised
Audited	Evaluated	Planned	Supplied
Balanced	Examined	Predicted	Supported
Built	Executed	Prepared	Tabulated
Calculated	Expanded	Presented	Taught
Chaired	Expedited	Processed	Tested
Collected	Explained	Produced	Trained
Communicated	Financed	Programmed	Transferred
Compared	Fixed	Projected	Translated
Completed	Forecast	Promoted	Traveled
Composed	Formed	Proposed	Updated
Conceived	Formulated	Protected	Valued
Conducted	Founded	Proved	Won
Consolidated	Generated	Provided	Wrote
Constructed	Guided	Purchased	
Consulted	Hired	Raised	
Contributed	Implemented	Received	
Controlled	Improved	Recommended	
Convinced	Increased	Recorded	
Coordinated	Influenced	Recruited	
Corresponded	Informed	Reduced	
Counseled	Initiated	Reevaluated	
Created	Inspected	Referred	
Dealt	Installed	Reinforced	
Decided	Instituted	Reorganized	
Defined	Instructed	Reported	
Delegated	Interpreted	Represented	
Delivered	Interviewed	Researched	
Demonstrated	Invented	Resolved	
Designed	Investigated	Restored	

DESCRIPTIVE WORDS

Accurate	Energetic	Personable
Active	Enriching	Pioneering
Acuity	Enterprising	Pleasant
Adaptable	Enthusiastic	Positive
Adept	Exceptional	Productive
Alert	Expert	Proficient
Ambitious	Extensively	Punctual
Analytical	Extroverted	Quick
Artful	Fair	Readily
Assertive	Firm	Realistic
Astute	Helpful	Refined
Attentive	Highest	Reliable
Attractive	High-level	Repeatedly
Aware	Highly	Resourceful
Bright	Honest	Responsible
Broad	Humanizing	Responsive
Broad-based	Humorous	Self-reliant
Broad-minded	Imaginative	Self-trained
Calm	Increasingly Able	Sensible
Caring	Independent	Sensitive
Challenging	Innovative	Significant
Competent	Instrumental	Sincere
Conscientious	Kind	Sophisticated
Consistent	Leading	Stimulating
Constructive	Lifelong	Strong
Contagious	Logical	Successful
Contributed Greatly	Loyal	Sympathetic
Courageous	Masterful	Systematic
Creative	Mature	Tactful
Deep Insight	Methodical	Talented
Deft	Natural	Thoughtful
Dependable	New and	Trained
Determined	Improved	Uncommon
Diplomatic	Objective	Unique
Disciplined	Observant	Unusual
Discrete	Open-minded	Urgently
Diverse	Optimistic	Versatile
Driving	Outgoing	Vigorous
Dynamic	Outstanding	Well-balanced
Earning Respect	Perceivable	Well-rounded
Economical	Perceptive	
Efficient	Persistent	