

RESUME

POWER WORDS

TO GET YOU HIRED

MANAGEMENT/ LEADERSHIP

administered improved
analyzed increased
assigned organized
chaired oversaw
contracted planned
consolidated prioritized
coordinated produced
delegated recommended
developed reviewed
directed scheduled
evaluated strengthened
executed supervised

TEACHING

adapted
advised
clarified
coached
communicated
coordinated
developed
enabled
encouraged
evaluated
explained
facilitated
guided
informed
initiated
instructed

COMMUNICATION

lectured
mediated
moderated
negotiated
persuaded
promoted
publicized
reconciled
recruited
spoke
translated
wrote
addressed
arbitrated
arranged
authored
corresponded
developed
directed
drafted
edited
enlisted
formulated
influenced

TECHNICAL SKILLS

assembled overhauled
built programmed
calculated remodeled
computed repaired
designed solved
fabricated trained
maintained upgraded
operated

CREATIVE

acted
conceptualized
created
designed
developed
directed
established
fashioned
illustrated
integrated
introduced
invented
performed

RESEARCH

clarified
collected
critiqued
diagnosed
evaluated
examined
extracted
interpreted
interviewed
investigated
reviewed
summarized
surveyed

FINANCIAL

administered
allocated
analyzed
appraised
audited
balanced
budgeted
calculated
computed
developed
forecasted
managed
marketed
planned
projected
researched

HELPING SKILLS

advocated
assessed
assisted
clarified
coached
counseled
demonstrated
diagnosed
educated
expedited
facilitated
guided
referred
rehabilitated
represented