



It is a challenge to create a resume that thoroughly depicts your professional skills and accomplishments while grabbing the attention of the interviewer. In Fortune 500 companies, many resumes are scanned. The scanners are programmed to pick up 'industry standard' action verbs, much like web site crawlers look for keywords for search engines. Many resumes are therefore loaded with keywords so they are 'accepted' by the scanners for further review. Here at RRG, since we represent the non-profit professional sector, we do not recommend that you overload your resume with actions verbs and keywords just to 'pass the scanner test'. We do, however, recommend that you create your resume using active, present-tense words that best describe your accomplishments and goals. We prepared this list of words in order to help you do just that. [Click here for an alphabetical list.](#)

Words Common to Management:

accelerated, accomplished, achieved, administered, analyzed, assembled, assigned, assumed responsibility, attained, chaired, completed, conceived, conducted, contracted, consolidated, coordinated, created, cut, delegated, determined, developed, directed, eliminated, energized, established, evaluated, executed, expanded, expedited, facilitated, hired, implemented, improved, increased, implemented, initiated, invented, issued, launched, managed, motivated, negotiated, ordered, organized, originated, oversaw, planned, prioritized, produced, recommended, recruited, reviewed, revitalized, scheduled, steered, spearheaded, strengthened, supervised, surpassed

Words Used in Communication, Including Marketing:

addressed, advised, analyzed, arbitrated, arranged, authored, clarified, communicated, corresponded, critiqued, designed, developed, described, diagnosed, discussed, documented, drafted, edited, enlisted, evaluated, examined, explained, extracted, formulated, identified, influenced, implemented, interpreted, investigated, interviewed, introduced, launched, lectured, mediated, moderated, negotiated, persuaded, presented, publicized, reconciled, recruited, spoke, summarized, surveyed, translated, wrote

Words Used in Financial and Technical Positions:

achieved, administered, allocated, analyzed, appraised, assembled, audited, balanced, billed, budgeted, calculated, collected, compiled, computed, controlled, designed, developed, devised, disciplined, earned, engineered, expanded, figured, forecasted, gained, generated, grew, implemented, improved, increased, initiated, installed, instituted, invoiced, maintained, managed, marketed, negotiated, operated, optimized, overhauled, performed, pinpointed, planned, projected, programmed, proved, reduced, remodeled, repair, researched, resolved, revamped, simplified, solved, surpassed, structured, trained, tripled, upgraded, underwrote

Words Used to Describe Supportive Skills:

adapted, advised, approved, arranged, assessed, assisted, catalogued, classified, clarified, coached, collected, communicated, compiled, completed, coordinated, counseled, demonstrated, developed, diagnosed, dispatched, educated, enabled, encouraged, evaluated, executed, expedited, explained, facilitated, familiarized, generated, guided, implemented, informed, initiated, inspected, instructed, mentored, monitored, operated, organized, participated, performed, prepared, processed, purchased, recorded, referred, rehabilitated, represented, scheduled, screened, served, solved, stimulated, supported, taught, tested, trained