



ACTION WORDS

For Resume Writing

Achieved	Eliminated	Launched	Staffed
Acquired	Enforced	Maintained	Supervised
Adapted	Established	Managed	Taught
Addressed	Evaluated	Marketed	Tested
Administered	Expanded	Minimized	Trained
Analyzed	Explained	Motivated	Utilized
Anticipated	Forecasted	Negotiated	
Assembled	Formed	Obtained	
Assisted	Founded	Operated	
Audited	Generated	Organized	
Budgeted	Guided	Originated	
Calculated	Hired	Oversaw	
Centralized	Drafted	Performed	
Changed	Edited	Planned	
Collaborated	Eliminated	Prevented	
Composed	Enforced	Produced	
Condensed	Established	Promoted	
Conducted	Evaluated	Provided	
Constructed	Expanded	Publicized	
Contracted	Explained	Published	
Converted	Forecasted	Recruited	
Coordinated	Formed	Reorganized	
Created	Founded	Reported	
Cultivated	Generated	Researched	
Demonstrated	Guided	Resolved	
Designed	Hired	Reviewed	
Developed	Implemented	Selected	
Devised	Improved	Separated	
Discovered	Informed	Set up	
Doubled	Insured	Simplified	
Drafted	Interpreted	Solved	
Edited	Interviewed	Surveyed	

Competencies Sought by Employers

15 Traits Sought By Employers

- **Ability to communicate**
- **Flexibility**
- **Intelligence**
- **Interpersonal Skills**
- **Willingness to accept responsibility**
- **Self-knowledge**
- **Initiative**
- **Ability to handle conflict**
- **Leadership**
- **Competitiveness**
- **High energy level**
- **Goal achievement**
- **Imagination**
- **Vocational skills**
- **Direction**

10 "Hottest" Skills Any Major Can Acquire

- Budget Management
- Speaking
- Supervising
- Writing
- Public Relations
- Organizing/Managing/Coordinating
- Coping with deadline pressure
- Interviewing
- Negotiating/Arbitrating
- Teaching/Instructing

How To Acquire Competencies

- Volunteer work
- Part-time/Summer jobs
- Participation in activities - school or community
- Study/Work/Travel overseas
- Internships
- Seek out new experiences, new friends, new places
- Specific skill courses - at your college or university, a voc-tech school, an adult education program
- Cooperative Education