



# Resume Writing Tips

## Choosing the right action verbs

### Management Skills

Attained  
Developed  
Improved  
Increased  
Organized  
Planned  
Recommended  
Strengthened  
Supervised

### Accomplishments

Achieved  
Adapted  
Coordinated  
Developed  
Expanded  
Facilitated  
Implemented  
Improved  
Instructed  
Reduced (losses)  
Resolved  
Restored

### Communication Skills

Collaborated  
Convinced  
Developed  
Enlisted  
Formulated  
Negotiated  
Promoted  
Reconciled  
Recruited

### Helping Skill

Assessed  
Assisted  
Clarified  
Demonstrated  
Diagnosed  
Expedited  
Facilitated  
Motivated  
Represented