## Resume and Cover Letter Word Choice

One of the difficulties of composing an effective resume and cover letter is the challenge of proper word selection. When describing your job responsibilities and experiences, you want to be sure to use strong, descriptive words to most accurately portray all you have to offer. Here are some examples of strong word choices for you to choose from.

## **Action Verbs**

Achieved Designed Operated Administered Developed Organized Advised **Evaluated** Oversaw Examined Performed Analyzed **Facilitated Prepared** Arranged Assembled **Implemented** Produced Assisted Increased **Promoted** Built Initiated Provided Conducted Introduced Represented Coordinated Launched Restored Counseled Maintained Served Created Managed Trained

## **Self-Descriptive Words**

Active Driven Loyal Resourceful **Ambitious** Efficient Objective Self-reliant Tactful Creative Energetic Personable Goal-oriented Team-oriented Dedicated **Productive** Dependable Independent Problem solver **Technical Detail-Oriented** Innovative Reliable Willing to travel

