

Action Verbs

Action verbs are the first word you see in the descriptive bullets of a résumé

TECHNICAL

Adapted
Applied
Computed
Designed
Developed
Engineered
Installed
Maintained
Operated
Programmed
Standardized

COMMUNICATING

Arranged
Clarified
Convinced
Established
Demonstrated
Founded
Influenced
Initiated
Introduced
Optimized
Strengthened
Transformed

CREATIVE

Composed
Created
Customized
Established
Fashioned
Founded
Illustrated
Originated
Performed
Shaped

Designed

FINANCIAL

Administrated
Adjusted
Audited
Balanced
Calculated
Estimated
Forecasted
Projected
Reduced

MANAGING

Appointed
Approved
Clarified
Coordinated
Delegated
Directed
Encouraged
Monitored
Executed
Facilitated
Planned
Motivated
Influenced
Initiated
Mentored
Resolved
Trained

RESEARCHING

Analyzed
Collected
Compared
Conducted
Detected
Determined

Formulated

Invented
Measured
Tested

HELPING

Advised
Aided
Assisted
Contributed
Criticized
Demonstrated
Evaluated
Explained
Informed
Instilled
Motivated
Persuaded
Simplified
Supported
Tutored

ORGANIZATIONAL

Accomplished
Achieved
Collaborated
Communicated
Dispatched
Encouraged
Ensured
Facilitated
Generated
Guided
Implemented
Integrated
Prioritized
Revitalized
Targeted

Action Verbs...

- Begin your bullet points with concise and accurate descriptions.
- Help you demonstrate your writing ability with a wide vocabulary range.
- Provide employers with “buzz words” that can directly connect to their job descriptions.

Do's & Don'ts

DO

- Use a variety of verbs
- Be specific
- Describe job accurately

DON'T

- Repeat words
- Use simplistic terms
- Use the incorrect tense

You can find more action verbs and other tools on Optimal Résumé. Optimal Résumé is a free resource for SUNY Oswego students!

✓ Résumé Tips

✓ Section Examples

✓ Résumé Samples

✓ Action Verbs

✓ Résumé Video Tutorials

✓ Explore Careers

✓ Section Instructions

oswego.optimalresume.com

See reverse for more info!

You've Created a Résumé... Now What?

All resources are available to SUNY Oswego students for free • oswego.edu/jobsearch

 **OPTIMALRESUME.COM** oswego.optimalresume.com

Optimal Resume offers a wealth of resources on one website. You can create your resume, practice your interviewing skills, generate a tailored skills section and pull it all together into a professional website!

RÉSUMÉS

Browse from a variety of templates or start from scratch to create a document unique to you. Focus on content and articulating your value—the program will make formatting a breeze, so you can focus on the most important aspect— matching what you have to what they need!

SKILLS ASSESSMENT

One of the most valuable components of this program! It will help you describe your experiences (work, volunteer, academic) within the context of the career field you wish to enter. Effectively articulating your value is key to your success, and this is a great start!

Added Benefits

- ✓ Submit résumés for review by professionals in Career Services.
- ✓ Review the job descriptions of many career fields.
- ✓ Compile specific materials onto a professional website in five minutes!
- ✓ Available to Alumni as well

Don't have an account? Create one!
oswego.optimalresume.com

Lets Put your Résumé to Work!


job hunting & career management solutions

Finding a job is not a problem! Every day there are hundreds of thousands of opportunities available. This program is by far the best tool out there for searching for jobs by type, keywords, geography and more. Create a free account and be amazed!



Connect to thousands of employers, internships, and jobs, join on/off campus events, and make your resume public to over 300,00 employers around the world!