



3, 2, 1, . . . *Action!*

Your resume is a "sales brochure" of a specific product - you! In designing your resume, use action words and statements to show what you accomplish, what problems you solve, and what results take place when you are in charge! Each time you present an accomplishment, you communicate what happened as a result of your unique abilities. Incorporating action words and statements into your resume is a key requirement for a successful "sales brochure!"

Tool #1

Tool #1 shows three different levels of action statements with accomplishment-oriented results. Challenge yourself to enhance your current resume by striving for active/result statements!

Passive

Duties included working with small children.

Experience in teaching sign language.

Duties included organizing office training.

Responsibilities included supervising high school debate team.

Active

Created and implemented personal safety program for small children.

Advertised and instructed sign language lessons.

Coordinated and oversaw monthly office in-service.

Organized, administered and evaluated debate team activities for forty-three students.

Active/Results

Created and implemented personal safety program for small children, resulting in statewide recognition by PTA.

Advertised and instructed sign language lessons to all ages, culminating in establishment of regional association.

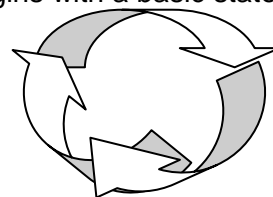
Coordinated and oversaw monthly office in-service, increasing opportunities for cross-training between three departments.

Organized, administered and evaluated debate team activities for forty-three students, winning bid for host school at district meet.

Tool #2

As you polish your resume, envision a "circular sentence," which begins with a basic statement and as it circles around towards closure, becomes progressively more effective!

1. Chaired a committee...
2. Chaired a promotional committee...
3. Chaired a successful promotional committee...
4. Chaired a successful promotional committee that resulted in a 30% increase in ticket sales.



ACTION WORDS

accelerated
accompanied
accomplished
accumulated
achieved acquired
acted
activated
adapted
addressed
administered
admitted
advanced
advised
aided
allocated
allowed
analyzed
answered
applied
appointed
appraised
approved
arranged
assembled
assessed
assigned
assisted
attached
attained
attended
audited
authored
authorized
automated
balanced
billed
bought
budgeted
built
calculated
cashed
catalogued
chaired
changed
charged
charted
checked
clarified
classified
cleaned
cleared
closed
coached
coded
collected
commanded
communicated
compiled
completed

composed
computed
conceived
conceptualized
conducted
conferred
consolidated
constructed
consulted
contacted
contained
contracted
contrasted
contributed
controlled
converted
convinced
coordinated
copied
corrected
corresponded
counseled
counted
created
credited
critiqued
cut
debated
decided
delegated
delivered
demonstrated
deposited
described
designed
detailed
determined
developed
devised
diagnosed
directed
discovered
dismantled
dispatched
dispensed
displayed
distinguished
distributed
diversified
documented
drafted
drew
drove
earned
edited
educated
eliminated
employed
enabled

encouraged
engineered
enlisted
ensued
established
estimated
evaluated
examined
exchanged
executed
exhibited
expanded
expedited
experienced
explained
extracted
fabricated
facilitated
familiarized
fashioned
fed
figured
filed
filled
financed
finished
fired
fitted
fixed
focused
forecasted
formulated
found
generated
governed
graded
graphed
greeted
guided
handled
headed
helped
hired
increased
identified
illustrated
implemented
improved
improvised
indexed
indicated
indoctrinated
influenced
informed
initiated
innovated
inspected
installed
instituted

instructed
integrated
interpreted
interviewed
introduced
invented
inventoried
investigated
invoiced
issued
judged
justified
kept
launched
learned
lectured
led
licensed
listed
listened
loaded
located
logged
maintained
managed
manufactured
marked
marketed
mastered
measured
mediated
met
moderated
modified
monitored
motivated
negotiated
nominated
noted
notified
numbered
observed
obtained
opened
operated
ordered
organized
originated
outlined
overcame
overhauled
oversaw
packaged
packed
paid
participated
patrolled
perfected
performed
persuaded

piloted
pinpointed
placed
planned
posted
prepared
prescribed
presented
priced
printed
prioritized
processed
produced
programmed
projected
promoted
prompted
proofread
proposed
proved
provided
publicized
published
purchased
ran
rated
read
rearranged
rebuilt
recalled
received
recommended
reduced
registered
reinforced
related
relayed
renewed
reconciled
recorded
recruited
referred
regulated
rehabilitated
remodeled
reorganized
repaired
replaced
reported
represented
requested
researched
reserved
restored
restructured
retrieved
revamped
reversed
reviewed
revised

revitalized
routed
saved
scheduled
schooled
screened
secured
selected
sent
separated
served
serviced
set up
shaped
showed
simplified
simulated
skilled
solidified
sold
solicited
solved
sorted
specified
stimulated
stocked
stored
straightened
streamlined
strengthened
structured
summarized
supervised
supplied
supported
surveyed
systemized
tabulated
tallied
taught
telephoned
tested
trained
transferred
translated
transported
traveled
trimmed
tutored
typed
upgraded
utilized
validated
verified
won
worked
wrote