

Whether you're creating your resume or refreshing it, we wanted to provide you with some Adjectives, Adverbs and Action words to help give your job experiences supporting content.

### **Adjectives (words that describe YOU)**

|               |              |               |              |                |
|---------------|--------------|---------------|--------------|----------------|
| Able          | Considerate  | Exceptional   | Methodical   | Resourceful    |
| Accomplished  | Consistent   | Experienced   | Motivated    | Respectful     |
| Accurate      | Cooperative  | Extroverted   | Open-minded  | Responsible    |
| Active        | Courageous   | Faithful      | Organized    | Self-confident |
| Adaptable     | Creative     | Fearless      | Outgoing     | Sensible       |
| Adept         | Curious      | Flexible      | Passionate   | Serious        |
| Adventurous   | Dedicated    | Fluent        | Patient      | Sincere        |
| Agreeable     | Deliberate   | Friendly      | Perceptive   | Skillful       |
| Analytical    | Dependable   | Generous      | Personable   | Stable         |
| Articulate    | Determined   | Genuine       | Poised       | Steady         |
| Artistic      | Diligent     | Goal-oriented | Polished     | Strong         |
| Attentive     | Diplomatic   | Good-natured  | Polite       | Studious       |
| Calm          | Disciplined  | Hard-working  | Positive     | Successful     |
| Capable       | Discreet     | Healthy       | Practical    | Supportive     |
| Careful       | Dynamic      | Helpful       | Precise      | Tactful        |
| Caring        | Eager        | Honest        | Principled   | Talented       |
| Cheerful      | Easygoing    | Industrious   | Productive   | Teachable      |
| Collaborative | Effective    | Innovative    | Professional | Technical      |
| Committed     | Efficient    | Intuitive     | Proficient   | Thorough       |
| Compassionate | Empathetic   | Inventive     | Punctual     | Thoughtful     |
| Competent     | Energetic    | Kind          | Purposeful   | Tolerant       |
| Confident     | Enterprising | Knowledgeable | Qualified    | Trustworthy    |
| Congenial     | Enthusiastic | Loyal         | Reliable     | Versatile      |
| Conscientious | Ethical      | Mature        | Resilient    | Willing        |

### **Adverbs (words that describe HOW you do something)**

|               |                 |                |                  |               |
|---------------|-----------------|----------------|------------------|---------------|
| Ablly         | Carefully       | Deliberately   | Enthusiastically | Honestly      |
| Accurately    | Caringly        | Dependably     | Entirely         | Honorably     |
| Actively      | Cheerfully      | Diligently     | Expertly         | Independently |
| Adeptly       | Compassionately | Diplomatically | Extensively      | Intelligently |
| Admirably     | Competently     | Discreetly     | Faithfully       | Logically     |
| Agreeably     | Completely      | Dutifully      | Fearlessly       | Methodically  |
| Amplly        | Confidently     | Dynamically    | Firmly           | Meticulously  |
| Alertly       | Conscientiously | Eagerly        | Flawlessly       | Painstakingly |
| Appropriately | Considerably    | Easily         | Flexibly         | Patiently     |
| Artistically  | Consistently    | Effectively    | Fluently         | Perfectly     |
| Attentively   | Cooperatively   | Efficiently    | Formally         | Persuasively  |
| Calmly        | Correctly       | Effortlessly   | Fully            | Politely      |
| Capably       | Creatively      | Energetically  | Generously       | Precisely     |

|                |               |               |                |              |
|----------------|---------------|---------------|----------------|--------------|
| Productively   | Quietly       | Rigorously    | Smoothly       | Tactfully    |
| Professionally | Rationally    | Selectively   | Solidly        | Thoroughly   |
| Proficiently   | Realistically | Sensibly      | Spontaneously  | Thoughtfully |
| Profitably     | Reliably      | Sensitively   | Steadily       | Uniquely     |
| Properly       | Resourcefully | Seriously     | Strongly       | Vigorously   |
| Friendly       | Respectfully  | Significantly | Substantially  | Wisely       |
| Purposefully   | Responsibly   | Sincerely     | Successfully   |              |
| Quickly        | Rightly       | Skillfully    | Systematically |              |

## **Action Words (words that describe your SKILLS)**

### **Management Skills**

Administered  
Analyzed  
Assigned  
Attained  
Chaired  
Consolidated  
Contracted  
Controlled  
Coordinated  
Delegated  
Developed  
Directed  
Ensured  
Evaluated  
Executed  
Headed  
Improved  
Increased  
Introduced  
Monitored  
Orchestrated  
Organized  
Oversaw  
Planned  
Prioritized  
Produced  
Recommended  
Reviewed  
Scheduled  
Strengthened  
Supervised  
Verified  
Motivated  
Persuaded

### **Communication Skills**

Addressed

Arbitrated  
Arranged  
Authored  
Collaborated  
Composed  
Convinced  
Corresponded  
Defined  
Developed  
Directed  
Documented  
Drafted  
Edited  
Enlisted  
Formulated  
Influenced  
Interpreted  
Lectured  
Mediated  
Moderated  
Negotiated  
Persuaded  
Promoted  
Publicized  
Reconciled  
Recruited  
Spoke  
Translated  
Wrote

### **Research Skills**

Assembled  
Clarified  
Collected  
Critiqued  
Diagnosed  
Discovered  
Evaluated  
Examined

Explored  
Extracted  
Forecasted  
Identified  
Inspected  
Interpreted  
Interviewed  
Investigated  
Measured  
Organized  
Reviewed  
Summarized  
Surveyed  
Systematized  
Tested  
Tracked

### **Technical Skills**

Assembled  
Built  
Charted  
Calculated  
Computed  
Designed  
Devised  
Engineered  
Fabricated  
Formulated  
Launched  
Maintained  
Merged  
Operated  
Overhauled  
Programmed  
Redesigned  
Remodeled  
Repaired  
Solved  
Updated

Upgraded

### **Teaching Skills**

Advanced  
Advised  
Advocated  
Clarified  
Coached  
Communicated  
Consulted  
Coordinated  
Cultivated  
Demystified  
Developed  
Educated  
Enabled  
Encouraged  
Evaluated  
Explained  
Facilitated  
Fostered  
Guided  
Informed  
Inspired  
Instructed  
Integrated  
Mentored  
Set goals  
Stimulated  
Taught  
Trained

### **Financial Skills**

Administered  
Allocated  
Analyzed  
Appraised  
Audited  
Balanced

Budgeted  
Calculated  
Computed  
Conserved  
Decreased  
Developed  
Forecasted  
Lessened  
Managed  
Marketed  
Planned  
Projected  
Reconciled  
Reduced  
Researched  
Sustained

**Creative Skills**

Acted  
Conceptualized  
Created  
Customized  
Developed  
Directed  
Established  
Fashioned  
Founded  
Illustrated  
Initiated  
Instituted  
Integrated  
Introduced  
Invented  
Originated  
Performed  
Planned  
Revitalized

Shaped

**Helping Skills**

Assessed  
Assisted  
Clarified  
Coached  
Counseled  
Demonstrated  
Diagnosed  
Educated  
Expedited  
Facilitated  
Familiarized  
Guided  
Motivated  
Referred  
Rehabilitated  
Represented

**Clerical or Detail Skills**

Approved  
Arranged  
Catalogued  
Centralized  
Classified  
Collected  
Compiled  
Converted  
Customized  
Dispatched  
Executed  
Expedited

Generated  
Implemented  
Inspected  
Maximized  
Monitored  
Operated  
Organized  
Prepared  
Processed  
Purchased  
Recorded  
Retrieved  
Screened  
Simplified  
Specified  
Systematized  
Streamlined  
Tabulated  
Validated

**Medical Skills**

Admitted  
Advanced  
Advocated  
Aided  
Assigned  
Assessed  
Assisted  
Cared  
Charted  
Charged  
Consoled  
Counseled  
Diagnosed  
Distributed  
Documented  
Evaluated

Guided  
Helped  
Influenced  
Listened  
Monitored  
Nursed  
Practiced  
Prevented  
Proceeded  
Provided  
Qualified  
Referred  
Regulated  
Repaired  
Reset  
Resourced  
Restricted  
Reviewed  
Secured  
Supported  
Sutured  
Trained  
Volunteered  
Designed

**More Verbs for Accomplishment**

Achieved  
Attained  
Boosted  
Completed  
Earned  
Enhanced  
Expanded  
Reached