

## **Keywords For Resumes**

Review these tips for how to get your resume past the [applicant tracking systems](#) employers use, and this list of action keywords to use to get your application noticed when applying for jobs.

### **A**

Achieved, accomplished, acted, adapted, addressed, analyzed, authored, authorized, assessed, assisted, appraised, amended, advised, allocated, altered, accelerated, acquired, aided, assembled

### **B**

Budgeted, built, brainstormed, balanced, blended, boosted

### **C**

Compiled, combined, challenged, chaired, committed, communicated, coordinated, calculated, contributed, commissioned, confirmed, customized, created, challenged, critiqued

### **D**

Decided, developed, disclosed, documented, discovered, designed, determined, demonstrated, deferred, distributed, directed, devoted, drafted, doubled, diversified, designated, dedicated, discussed

### **E**

Exercised, expected, earned, elected, engaged, entered, engineered, employed, edited, evaluated, entertained, eliminated, exchanged, ended, estimated, exempted, endorsed, expedited, experienced, enforced, explained

### **F**

Facilitated, focused, financed, fueled, figured, fit, formed, fortified, functioned, formulated

### **G**

Guided, grouped, gave, garnered, granted, generated, guaranteed, gathered, graphed

### **H**

Hired, handled, helped, headed

### **I**

Improved, identified, installed, inspired, interviewed, issued, invested, illustrated, implemented, incurred, innovated, inspected, invented, interpreted, inaugurated, informed, induced, instilled, incorporated

### **J**

Judged, joined, justified

### **L**

Located, lectured, launched, litigated, lobbied, led, listened

### **M**

Mastered, managed, merchandised, modified, met, minimized, modeled, measured, moderated, motivated, multiplied, marketed, maximized, moved, mediated

**N**

Negotiated, noticed, navigated, networked

**O**

Operated, owned, observed, oversaw, organized, obtained, oriented

**P**

Participated, printed, proposed, pursued, persuaded, perceived, preserved, processed, produced, promoted, planned, performed, pioneered, passed, prioritized, proficiency, provided, profiled, polled, presented, procured, purchased, placed, permitted

**Q**

Quoted, qualified, questioned, queried

**R**

Ranked, resolved, received, rewarded, revised, revitalized, revamped, responded, restored, rejected, reinforced, reinstated, rehabilitated, remedied, redesigned, recruited, recovered, recorded, reduced, replaced, retained, retrieved, reversed, ran, raised, reached, reviewed, researched

**S**

Saved, secured, stabilized, scheduled, screened, settled, separated, sent, selected, shaped, shortened, showed, signed, simplified, sold, specialized, staged, standardized, steered, stimulated, strategized, surveyed, supported, supplied, substantiated, set goals, supervised, studied

**T**

Trained, tabulated, took, traveled, transformed, tested, transferred, tailored, targeted

**U**

Utilized, uncovered, united, updated, undertook, unified, upgraded

**V**

Verified, valued, validated, visited, visualized

**W**

Witnessed, worked, weighed, wrote, won, welcomed