

# Career Development Center



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## DYNAMIC WORDS FOR RESUME & COVER LETTER PREPARATION

### ACTIVE WORDS

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accomplished	communicated	drafted	informed	planned	selected
achieved	compiled	dramatized	initiated	predicted	served
acquired	completed	earned	inspected	prepared	shaped
adapted	composed	edited	instructed	presented	simplified
adjusted	computed	elicited	interpreted	presided	sold
administered	conceived	eliminated	interviewed	processed	solicited
advised	conducted	employed	introduced	produced	solved
advocated	consolidated	enlarged	investigated	promoted	specified
allocated	constructed	equipped	judged	proposed	staged
analyzed	contacted	established	lectured	proved	stimulated
applied	controlled	evaluated	led	provided	studied
appraised	conveyed	examined	located	published	succeeded
approved	coordinated	expanded	maintained	raised profits	suggested
arranged	corresponded	explored	managed	recommended	supervised
assembled	counseled	facilitated	marketed	recorded	surveyed
assessed	created	financed	mastered	recruited	synthesized
assigned	critiqued	forecasted	measured	reduced costs	systematized
assisted	decided	formulated	mediated	regulated	taught
attained	delegated	fostered	modified	reorganized	tested
budgeted	demonstrated	functioned	monitored	reported	trained
built	designed	generated	motivated	researched	translated
calculated	determined	governed	negotiated	resolved	tutored
catalogued	developed	guided	observed	restored	updated
categorized	devised	identified	operated	retained	utilized
chaired	diagnosed	illustrated	organized	revamped	verified
changed	directed	implemented	oversaw	reviewed	wrote
coached	discovered	improved	participated	revised	
collaborated	displayed	increased	performed	scheduled	
collected	distributed	influenced	persuaded	searched	

### DESCRIPTIVE WORDS

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adept	creative	enterprising	logical	readily	strong
assertively	dependable	exceptional	mastery	realistic	tactful
ambitious	diplomatic	extensively	objective	reliable	trained
analytical	disciplined	foresight	outgoing	repeatedly	uncommon
artful	diverse	highly	outstanding	resourceful	unique
astute	dynamic	imaginative	penetrating	responsible	versatile
broad	effectively	increasingly	perceptive	responsive	vigorous
competent	efficient	initiative	pioneering	sensitive	
concerned	empathetic	innovative	productive	significantly	
conscientious	energetic	instrumental	quick	sophisticated	