



Career Planning Tip of the Week

Resume Tip #1

Action Verbs or Professional Keywords can really add strength to your resume:

Research Skills	Teaching Skills	Creative Skills	Management Skills	Communication Skills	Detailed Skills
clarified	advised	conceptualized	administered	arbitrated	approved
critiqued	clarified	created	analyzed	arranged	catalogued
evaluated	coached	designed	consolidated	authored	compiled
examined	coordinated	established	coordinated	corresponded	generated
identified	developed	fashioned	developed	edited	implemented
interpreted	encouraged	founded	executed	formulated	monitored
interviewed	facilitated	illustrated	improved	influenced	operated
organized	guided	integrated	planned	mediated	prepared
reviewed	informed	originated	prioritized	motivated	recorded
summarized	instructed	performed	produced	publicized	retrieved
systematized	persuaded	planned	supervised	recruited	validated



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