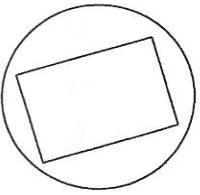


ADJECTIVES ADD COLOR, DEPTH AND DIMENSION TO YOUR RESUME.

Use adjectives both in the summary and the body of your resume. Use them skilfully, wisely, and in the right places. Here are 150 effective adjectives:



150

of the

best

adjectives

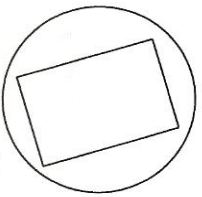
for your

resume.

Accomplished	Adept	Hard-working	High-impact
Administrative	Advanced	High-level	Immediate
Aggressive	Analytical	Independent	Industrial
Artistic	Astute	Industrious	Initial
Athletic	Attentive	Innovative	Inspiring
Big-picture	Bilingual	Interactive	International
Broad	Broad-based	Interpersonal	Introductory
Capable	Civic	Keen	Knowledgeable
Clear	Collaborative	Large-scale	leading-edge
Commercial	Competent	Licensed	Logical
Competitive	Comprehensive	Long-range	Loyal
Conceptual	Confident	Managerial	Mature
Conscientious	Consistent	Measurable	Mechanical
Consultative	Corporate	Methodical	Meticulous
Creative	Cross-cultural	Mission-critical	Motivating
Cultural	Cutting-edge	Multicultural	Multinational
Decisive	Dedicated	National	New
Deep	Departmental	Operational	Organized
Dependable	Detail-oriented	Overall	Passionate
Determined	Developmental	Persistent	Persuasive
Diligent	Diversified	Poised	Polished
Divisional	Dramatic	Positive	Productive
Driven	Dynamic	Professional	Proficient
Educational	Effective	Profitable	Progressive
Efficient	Emerging	Proven	Qualified
Energetic	Enterprise-wide	Qualitative	Quantitative
Enterprising	Enthusiastic	Regional	Regular
Entrepreneurial	Entry-level	Relevant	Reliable
Excellent	Experienced	Resourceful	Results-driven
Extensive	External	Results-oriented	Retail
Financial	Fluent	Revenue-based	Seasoned
Focused	Forward-thinking	Scientific	Self-directed
Functional	Global	Senior-level	Sharp
Generous	Hands-on	Short-term	Significant
		Skilled	Solid
		Start-up	Steady
		Strategic	Strong
		Successful	Superior
		Technical	Thorough
		Top-performing	Trustworthy
		Unique	Vital

ON YOUR RESUME, USE ACTION WORDS TO DESCRIBE WHAT YOU'VE DONE.

Use *verbs, verbs, verbs* to describe your accomplishments. Here are 150 for starters...



150

of the

best

action words

for your

resume.

- | | | | |
|--------------|---------------|--------------|--------------|
| Accelerated | Accomplished | Improved | Improvvised |
| Achieved | Acquired | Increased | Initiated |
| Activated | Administered | Inspected | Installed |
| Advised | Appointed | Instructed | Insured |
| Arranged | Assessed | Introduced | Invented |
| Attained | Audited | Invested | Investigated |
| Augmented | Bought | Launched | Led |
| Budgeted | Built | Liquidated | Located |
| Captured | Centralized | Maintained | Managed |
| Collaborated | Combined | Marketed | Minimized |
| Completed | Conceived | Modernized | Monitored |
| Composed | Concluded | Negotiated | Obtained |
| Condensed | Conducted | Operated | Organized |
| Consolidated | Contributed | Originated | Performed |
| Controlled | Created | Persuaded | Pioneered |
| Cultivated | Decentralized | Planned | Presented |
| Decreased | Delegated | Prevented | Processed |
| Delivered | Demonstrated | Procured | Produced |
| Designed | Determined | Programmed | Promoted |
| Developed | Diagnosed | Provided | Provided |
| Directed | Documented | Proved | Purchased |
| Doubled | Edited | Published | Recommended |
| Eliminated | Employed | Recognized | Recruited |
| Ended | Enforced | Redesigned | Redesigned |
| Engineered | Ensured | Regulated | Regulated |
| Established | Exceeded | Renegotiated | Renegotiated |
| Executed | Expanded | Reorganized | Reorganized |
| Expedited | Extended | Researched | Researched |
| Extracted | Finalized | Reviewed | Reviewed |
| Finished | Forecast | Revitalized | Revitalized |
| Formed | Formulated | Scheduled | Scheduled |
| Framed | Generated | Simplified | Simplified |
| Guarded | Headed | Solved | Solved |
| Hired | Implemented | Standardized | Standardized |
| | | Studied | Studied |
| | | Supported | Supported |
| | | Taught | Taught |
| | | Trained | Trained |
| | | Tripled | Tripled |
| | | Utilized | Utilized |
| | | Worked | Worked |
| | | | Wrote |