

Action Verbs for Resume Writing

accomplished	delegated	instituted	reorganized
achieved	delivered	instructed	reported
acquired	demonstrated	interpreted	represented
adapted	distinguished	introduced	requested
adjusted	educated	invented	researched
administered	encouraged	investigated	restored
advised	enforced	issued	reviewed
analyzed	enlisted	learned	revised
applied	established	led	scheduled
arranged	evaluated	made	selected
assembled	examined	maintained	served
assisted	executed	managed	simplified
assumed	expanded	modified	solved
attained	expedited	motivated	specialized
attended	finalized	negotiated	stimulated
authored	formalized	perceived	strengthened
chaired	formulated	performed	studied
communicated	fostered	planned	submitted
compared	gathered	prepared	summarized
compiled	generated	prescribed	supervised
composed	guided	presented	supported
conceived	handled	processed	surveyed
conducted	hired	produced	systematized
constructed	implemented	programmed	trained
consulted	improved	promoted	translated
contributed	inaugurated	proposed	taught
controlled	increased	provided	updated
coordinated	individualized	qualified	utilized
counseled	influenced	recommended	wrote
created	initiated	reevaluated	
defined	installed	referred	

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UNI Career Services

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Suggested Headings for Resumes

OBJECTIVE
JOB OBJECTIVE
TEACHING OBJECTIVE
CAREER OBJECTIVE
PROFESSIONAL OBJECTIVE

EDUCATION
EDUCATIONAL BACKGROUND
EDUCATIONAL PREPARATION
ACADEMIC BACKGROUND

SPECIAL TRAINING
CERTIFICATION
ENDORSEMENTS

AREAS OF KNOWLEDGE
AREAS OF EXPERIENCE
AREAS OF EXPERTISE
EDUCATIONAL HIGHLIGHTS
COURSE HIGHLIGHTS
BACKGROUND HIGHLIGHTS
CAREER HIGHLIGHTS

STUDENT TEACHING EXPERIENCE
PRACTICUM EXPERIENCE
TEACHING EXPERIENCE
COACHING EXPERIENCE
EXPERIENCE SUMMARY
EXPERIENCE HIGHLIGHTS
PROFESSIONAL BACKGROUND

ACHIEVEMENTS
CAREER ACHIEVEMENTS
EMPLOYMENT
OTHER WORK

PART TIME & SUMMER WORK EXPERIENCE
VOLUNTEER ACTIVITIES
CIVIC ACTIVITIES
PROFESSIONAL & COMMUNITY ACTIVI-

COLLEGE ACTIVITIES
ACTIVITIES & DISTINCTIONS
SPECIAL HONORS
COLLEGE DISTINCTIONS
HONORS & DISTINCTIONS

MEMBERSHIPS
PROFESSIONAL MEMBERSHIPS
PROFESSIONAL AFFILIATIONS

SPECIAL TALENTS
LEISURE ACTIVITIES
SPECIAL SKILLS
INTERESTS
TRAVEL ABROAD
TRAVEL
LANGUAGE COMPETENCIES

EXHIBITS
PUBLICATIONS
CURRENT RESEARCH INTERESTS
PRESENTATIONS
