

RÉSUMÉ DESCRIPTIONS

Résumés focus on work you have done and work you are presently doing. Could've–should've–would've information, as well as paths not taken (e.g., acceptance to schools, programs, and positions you declined) do not matter. Similarly, résumés should omit self-laudatory descriptors (e.g., exceptional team player); such descriptions are reserved for those who observe applicants in action and are best left for their recommendation letters and referrals. Showcase your proficiency by explaining what you did, how you did so, with what tools & resources, for whom and, when known, the impact of those efforts. For example:

Collaborated with executive board, member services, local businesses, and publicity team to create and promote tiered-membership levels and corresponding benefit packages, increasing new registrations by 17% and renewals by 6% during the first annual membership drive the levels were offered.

Below are verbs to create the most accurate descriptions of what you did; use present tense for work you're still doing.

Accelerated	Collected	Enabled	Indicated	Played	Shaped
Accessed	Combined	Encouraged	Influenced	Policed	Shared
Accomplished	Comforted	Endured	Informed	Prepared	Shifted
Accounted	Communicated	Enforced	Initiated	Presented	Shipped
Accounted for	Compared	Engineered	Innovated	Presided	Shored up
Achieved	Competed	Enhanced	Inspected	Prevailed	Showed
Acquainted	Compiled	Enlarged	Inspired	Prevented	Sifted
Acquired	Completed	Enlisted	Installed	Printed	Simplified
Acted	Composed	Enriched	Instituted	Prioritized	Slated
Activated	Computed	Ensured	Instructed	Processed	Smoothed
Adapted	Conceived	Entered	Insured	Procured	Sold
Added	Conceptualized	Established	Integrated	Produced	Solicited
Addressed	Concluded	Estimated	Interacted	Profited	Solved
Adjusted	Conditioned	Evaluated	Interfaced	Programmed	Sorted
Administered	Conducted	Examined	Interpreted	Prohibited	Sought
Advanced	Conserved	Exceeded	Interviewed	Projected	Spearheaded
Advertised	Consolidated	Excelled	Introduced	Promoted	Specified
Advised	Constructed	Executed	Invented	Proofread	Spoke
Advocated	Consulted	Exercised	Investigated	Proposed	Sponsored
Aided	Contacted	Expanded	Isolated	Proved	Staffed
Allocated	Continued	Expedited	Issued	Provided	Started
Alphabetized	Contracted	Experienced	Joined	Publicized	Stated
Amended	Contributed	Experimented	Judged	Published	Stimulated
Analyzed	Controlled	Explained	Justified	Purchased	Stopped
Answered	Convinced	Explored	Kept	Put	Straightened
Anticipated	Cooperated	Extended	Launched	Quickened	Streamlined
Applied	Coordinated	Extracted	Lectured	Ran	Strengthened
Appointed	Copied	Fabricated	Led	Rated	Stretched
Appraised	Corrected	Facilitated	Licensed	Realized	Stripped
Approved	Correlated	Familiarized	Located	Received	Structured
Arbitrated	Corresponded	Fashioned	Made	Recognized	Studied
Argued	Counseled	Filed	Magnified	Recommended	Styled
Arranged	Counted	Finalized	Maintained	Reconciled	Submitted
Assembled	Crafted	Financed	Managed	Recorded	Suggested
Assessed	Created	Finished	Mapped out	Recruited	Summarized
Assigned	Critiqued	Fitted	Marketed	Reduced	Supervised
Assisted	Cultivated	Focused	Maximized	Reengineered	Supplied
Assured	Customized	Followed	Mediated	Referred	Supported
Attained	Dealt with	Forecasted	Mentored	Refined	Surmounted
Attended	Debated	Foresaw	Met	Regulated	Surpassed
Attracted	Decided	Formalized	Minimized	Rehabilitated	Surveyed
Audited	Decreased	Formed	Mixed	Reinforced	Synthesized
Augmented	Defined	Formulated	Modeled	Related	Systematized
Authored	Delegated	Forwarded	Moderated	Remodeled	Tabulated
Authorized	Delivered	Fostered	Modified	Renegotiated	Targeted
Averted	Demonstrated	Founded	Molded	Renewed	Taught
Awarded	Demystified	Functioned	Monitored	Renovated	Terminated
Balanced	Derived	Furnished	Motivated	Reorganized	Tested
Bargained	Described	Furthered	Moved	Repaired	Tightened
Began	Designated	Gained	Named	Replaced	Took over
Benchmarked	Designed	Gathered	Negotiated	Reported	Totaled
Bolstered	Detailed	Gave	Netted	Represented	Toured
Boosted	Detected	Generated	Notified	Requested	Traced
Bought	Determined	Governed	Observed	Rescued	Tracked
Briefed	Developed	Grabbed	Obtained	Researched	Trained
Broadened	Devised	Graded	Offered	Resolved	Transcribed
Brought	Diagnosed	Greeted	Opened	Responded	Transferred
Budgeted	Diagramed	Grossed	Operated	Restored	Transformed
Built	Diminished	Grouped	Orchestrated	Restructured	Translated
Calculated	Directed	Guided	Ordered	Retained	Transported
Cataloged	Discovered	Halved	Organized	Retrieved	Traveled
Caught	Discussed	Handled	Oriented	Returned	Treated
Caused	Dispatched	Hastened	Originated	Revealed	Trimmed
Centralized	Displayed	Heightened	Outsold	Reversed	Tutored
Certified	Dissected	Helped	Overcame	Reviewed	Typed
Chaired	Disseminated	Highlighted	Overhauled	Revitalized	Uncovered
Changed	Distributed	Hiked	Oversaw	Routed	Unearthed
Charted	Documented	Hired	Paid	Saved	Unfurled
Checked	Doubled	Housed	Painted	Scheduled	Unified
Chopped	Drafted	Hunted	Participated	Scored	Unraveled
Chose	Dramatized	Hypothesized	Patented	Scouted	Updated
Clarified	Drew up	Identified	Perceived	Screened	Upgraded
Classified	Earned	Illustrated	Performed	Searched	Used
Cleaned up	Edited	Implemented	Persuaded	Secured	Validated
Cleared up	Educated	Improved	Photographed	Selected	Verified
Closed	Effected	Improvised	Pinpointed	Sent	Volunteered
Coached	Elected	Included	Pioneered	Served	Welcomed
Collaborated	Eliminated	Incorporated	Placed	Set	Won
Collated	Employed	Increased	Planned	Settled	Wrote