

Key Resume Phrases and Words

The following phrases and words may help with organizing your resume statements. They convey involvement and accomplishments and make your resume more readable and effective.

Interaction with...
Established ...
Edited...
Initiated...
Managed...
Maintained...
Instrumental in...
Remained as...
Honored as...
Recommendations accepted by...
Adept at...
Assisted with...
Coordinated...
Delegated...
Directed...
Developed...
Consulted...
Budgeted...
Evaluated...
Installed...
Instructed...
Negotiated...
Planned...
Presented...
Proven track recorded in...
More than [] years experience
Successful in/at...
Knowledge of/experience as...
Initially employed...
Proficient/competent at...
Sales quota accountability...
Served/Operated as...
Direct/Indirect control...
Assigned to...
Provided technical assistance...
...on an ongoing/regular basis...
Worked closely with...
Accomplished...

Acted as a liaison for/between...
Formulated...
Handled...
Implemented...
Assigned territory consisted of...
Promoted from/to...
Recipient of...
Innovation resulted in...
...amounted to a total savings of...
Administered...
Analyzed/Assessed
Arranged...
Counseled...
Conducted...
Demonstrated...
Advised...
Delivered...
Drafted...
Gathered...
Improved...
Investigated...
Organized...
Performed...
Recommended...
Experience involved/included...
Expertise and demonstrated skills...
Experience in all facets/phases...
Extensive training/involvement...
Specialized in...
Temporarily assigned to...
Reported directly to...
In charge of...
Familiar with...
Contracted/Subcontracted...
Acted/Functioned as...
to ensure maximum/optimum...
Resulted in...