

Science Resume Action Verbs -- By Category

*Use exact verbs from the job ad first, then supplement from this list.
Avoid using the same verb twice. Use present tense only for current positions.*

Communication Skills

Addressed	Coordinated	Furnished	Presented
Advertised	Corresponded	Incorporated	Promoted
Advocated	Counseled	Influenced	Proposed
Answered	Critiqued	Informed	Publicized
Authored	Defended	Inquired	Quantified
Briefed	Demonstrated	Interacted (with)	Questioned
Built (relationships)	Described	Interfaced (with)	Reached (out)
Canvassed	Detailed	Interviewed	Recommended
Characterized	Discussed	Introduced	Reported
Clarified	Displayed	Involved	Represented
Co-authored	Disseminated	Listened	Responded (to)
Collaborated	Drafted	Marketed	Solicited
Communicated	Edited	Mediated	Spoke
Composed	Elicited	Memorized	Suggested
Connected	Engaged	Motivated	Summarized
Consulted	Enlisted	Negotiated	Synthesized
Contacted	Exhibited	Networked	Transcribed
Contrasted	Explained	Notified	Translated
Conversed (with)	Expressed	Oriented	Transmitted
Conveyed	Formulated	Outlined	Urged
	Fostered (relationship)	Persuaded	Voiced, Wrote

Leadership Skills

Adapted	Directed	Implemented	Pioneered
Began	Enacted	Inaugurated (program)	Proposed
Combined	Established	Initiated	Pursued
Composed	Fabricated	Instituted	Revised
Conceptualized	Fashioned	Integrated	Set (up)
Conducted	Forged	Introduced	Shaped
Crafted	Formed	Invented	Solved
Created	Formulated	Launched	Spearheaded
Customized	Founded	Mobilized	Started
Designed	Fundraised	Opened	Undertook
Developed	Generated	Originated	
Devised	Grew	Piloted	
	Illustrated	Planned	

Quantitative Skills

Accounted (for)	Audited	Decreased	Measured
Ascertained	Balanced	Depreciated	Netted
Adjusted	Budgeted	Determined	Prepared
Allocated	Calculated	Estimated	Programmed
Analyzed	Capitalized (on)	Extrapolated	Projected
Appraised	Computed	Forecasted	Quantified
Assessed	Converted	Gauged	Reconciled
	Corrected	Increased	Reduced
		Interpolated	Tabulated

Helping Skills

Accelerated
Accommodated
Adapted
Advanced (goal)
Aided
Alleviated
Arranged
Assessed
Assured
Bolstered
Cared (for)
Coached
Collaborated
Comforted
Conferred
Contributed

Cooperated
Counseled
Delivered
Demonstrated
Diagnosed
Educated
Employed (skills)
Enabled
Encouraged
Enhanced
Ensured
Expedited
Facilitated
Familiarized
Fulfilled
Furthered
Guided

Helped
Incorporated
Intervened
Monitored
Nurtured
Offered
Partnered
Performed
Prepared
Prevented
Problem-solved
Provided
Referred
Rehabilitated
Reinforced
Represented
Resolved

Retrieved
Safeguarded
Searched
Secured
Served
Simplified
Stabilized
Staffed
Strengthened
Suggested
Supplemented
Supplied
Supported
Teamed (with)
Transported
Treated
Volunteered

Managing Skills

Acquired
Adhered
Adjusted
Administered
Analyzed
Anticipated
Applied
Appointed
Approved
Assigned
Authorized
Balanced
Chaired
Contracted
Controlled
Coordinated
Cut (budget, time)
Decided

Decreased
Delegated
Deployed
Developed
Directed
Drove (results)
Elected
Eliminated
Enforced
Enlisted
Executed
Focused (on)
Galvanized
Generated
Handled
Headed
Hired
Hosted
Implemented

Increased
Led
Leveraged
Managed
Met (requirements)
Motivated
Navigated
Obtained
Orchestrated
Organized
Overhauled
Oversaw
Planned
Presided (over)
Prioritized
Produced
Ran
Recommended
Recruited

Reorganized
Restored
Reviewed
Satisfied (req's)
Scheduled
Secured
Selected
Set (goals)
Shaped
Solved
Strategized
Streamlined
Strengthened
Supervised
Trained
Transformed
Upheld (regulations)
Utilized

Organizational Skills

Accumulated
Aligned
Arranged
Augmented
Automated
Balanced
Bridged
Broadened
Cataloged
Categorized
Centralized
Charted
Classified
Coded
Collected
Compared
Compiled

Confirmed
Consolidated
Coordinated
Corrected
Customized
Decentralized
Diagrammed
Displayed
Distributed
Documented
Excluded
Expedited
Filed
Finalized
Formalized
Generated (data)
Grouped
Implemented

Included
Indexed
Input (data)
Integrated
Inspected
Integrated
Inventoried
Juggled
Linked
Maintained
Maximized
Mentored
Merged
Minimized
Monitored
Navigated
Obtained
Optimized

Ordered
Organized
Outlined
Planned
Prepared
Prioritized
Processed
Proofread
Provided
Purchased
Qualified
Queried (database)
Ranked
Recorded
Referenced
Refined
Registered
Replaced

**Organizational Skills
(continued)**

Resolved
Restored
Reviewed
Revised
Routed

Scheduled
Screened
Searched
Selected
Set (goals)
Sorted
Streamlined

Structured
Submitted
Standardized
Synthesized
Systemized
Tailored
Targeted

Tracked
Transcribed
Unified
Updated
Upgraded
Verified

Teaching Skills

Adapted
Advised
Assessed
Coached
Communicated
Conducted
Coordinated

Corrected
Critiqued
Developed
Educated
Evaluated
Explained
Facilitated
Focused

Graded
Guided
Illustrated
Individualized
Informed
Instilled
Instructed
Mentored

Motivated
Persuaded
Taught
Tested
Trained
Transmitted
Tutored

Research Skills

Adapted
Analyzed
Assessed
Benchmarked
Checked
Coded
Collected
Compared
Conducted
Confirmed
Considered
Controlled (for)
Correlated
Corroborated
Critiqued
Decoded
Deduced
Defined
Delivered
Designed
Detected
Determined
Devised
Diagnosed

Discovered
Documented
Drew (conclusions)
Evaluated
Examined
Experimented
Explored
Extrapolated
Focused
Formalized
Formulated
Gathered
Hypothesized
Identified
Inferred
Inspected
Interpolated
Interpreted
Intervened
Investigated
Kept (records)
Located
Logged
Manipulated
Measured

Modeled
Modified
Observed
Performed (procedure)
Pinpointed
Predicted
Prescreened
Proposed
Proved
Published
Qualified
Quantified
Ranked
Recorded
Refined (process)
Replicated
Reported
Reproduced
Researched
Resolved
Restructured
Revealed
Reviewed
Revised
Sampled

Scored
Screened
Searched
Simulated
Simplified
Solved
Standardized
Studied
Submitted
Substantiated
Substituted
Summarized
Surveyed
Synthesized
Systematized
Targeted
Tested
Theorized
Traced
Tracked
Troubleshoot
Uncovered
Validated
Verified

Technical Skills

Activated
Actuated
Adjusted
Altered
Amplified
Approximated
Articulated
Assembled
Augmented
Automated
Benchmarked

Blended
Blocked
Built
Calibrated
Captured
Checked
Circulated
Classified
Cleaned
Collected
Combined
Concentrated

Condensed
Conserved
Constructed
Converted
Corrected
Crystallized
Coded
Cultivated
Debugged
Decoded
Defined
Designed

Detected
Determined
Developed
Differentiated
Dispensed
Dissected
Dissembled
Distributed
Duplicated
Eliminated
Engineered
Enriched

**Technical Skills
(continued)**

Evaporated
Exchanged
Extracted
Fabricated
Fine-tuned
Fixed
Gasified
Gauged
Generated
Identified
Illuminated
Immobilized
Implemented
Induced
Inspected
Installed
Introduced
Isolated

Labelled
Liquefied
Manufactured
Mapped
Matched
Measured
Modeled
Modified
Mounted
Neutralized
Operated
Overhauled
Performed (procedure)
Permeated
Photographed
Plotted (data)
Prepared
Preserved
Probed
Processed
Programmed

Purified
Rated
Recognized
Recorded
Rectified
Refined (solution)
Regulated
Remediated
Remodeled
Removed
Repaired
Restored
Reversed
Scanned
Scraped
Segmented
Separated
Simulated
Solidified
Specialized
Specified

Stablized
Standardized
Stimulated
Studied
Suppressed
Surveyed
Suspended
Synchronized
Tallied
Tied
Tightened
Transferred
Translated
Transmitted
Trimmed
Troubleshoot
Upgraded
Utilized
Weighed

**Accomplishment
Verbs**

Accelerated
Accomplished
Acquired
Achieved
Adapted
Advanced
Appointed
Attained
Awarded
Boosted
Broadened
Built
Challenged
Completed
Convinced

Decreased (costs, time)
Discovered
Doubled, Tripled
Entrusted (with, to)
Exceeded
Expedited
Honed (skills)
Increased
Improved
Initiated
Innovated
Introduced
Launched
Led
Leveraged
Managed
Mastered
Maximized

Minimized
Modernized
Nullified
Optimized
Organized
Overcame
Oversaw
Perfected
Persuaded
Pioneered
Planned
Raised
Recognized (for)
Redesigned
Reduced (time, costs)
Rejuvenated
Revitalized
Selected

Shortened
Solved
Streamlined
Strengthened
Succeeded
Surpassed
Topped
Transformed
Transitioned
Trusted (to)
Upgraded
Won
Yielded

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ACTION VERB LIST TO HIGHLIGHT SKILLS AND ACCOMPLISHMENTS ON YOUR RESUME

MANAGEMENT

administered
analyzed
assigned
attained
chaired
consolidated
contracted
coordinated
delegated
developed
directed
evaluated
executed
improved
increased
organized
oversaw
planned
prioritized
produced
recommended
reviewed
scheduled
strengthened
supervised

COMMUNICATION

addressed
arbitrated
arranged
authored
collaborated
convinced
corresponded
developed
directed
drafted
edited
enlisted
formulated
influenced
interpreted
lectured
mediated
moderated
negotiated
persuaded
promoted
publicized

reconciled
recruited
spoke
translated
wrote

RESEARCH

clarified
collected
critiqued
diagnosed
evaluated
examined
extracted
identified
inspected
interpreted
interviewed
investigated
organized
reviewed
summarized
surveyed
systematized

TECHNICAL

assembled
built
calculated
computed
designed
devised
engineered
fabricated
maintained
operated
overhauled
programmed
remodeled
repaired
solved
upgraded

TEACHING

adapted
advised
clarified
coached
communicated
coordinated

demystified
developed
enabled
encouraged
evaluated
explained
facilitated
guided
informed
instructed
persuaded
set goals
stimulated
trained

FINANCIAL

administered
allocated
analyzed
appraised
audited
balanced
budgeted
calculated
computed
developed
forecasted
managed
marketed
planned
projected
researched

CREATIVE

acted
conceptualized
created
customized
designed
developed
directed
established
fashioned
founded
illustrated
initiated
instituted
integrated
introduced
invented

CREATIVE

acted
conceptualized
created
customized
designed
developed
directed
established
fashioned
founded
illustrated
initiated
instituted
integrated
introduced
invented

HELPING

assessed
assisted
clarified
coached
counseled
demonstrated
diagnosed
educated
expedited
facilitated
familiarized
guided
motivated
referred
rehabilitated
represented

CLERICAL OR DETAIL ORIENTED

approved
arranged
catalogued
classified
collected
compiled
dispatched
executed
generated
implemented
inspected
monitored

operated
organized
prepared
processed
purchased
recorded
retrieved
screened
specified
systematized
tabulated
validated

MORE VERBS FOR ACCOMPLISHMENTS

achieved
expanded
improved
pioneered
reduced (losses)
resolved (problems)
restored
spearheaded
transformed

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GETTING STARTED WITH A COVER LETTER

STEP ONE Create short answers to the following questions:

- Why are you contacting the person?
 - How did you hear about the position?
 - What skills/attributes make you stand out as a strong fit for this position?
 - Is there relevant background information that is not on your resume that needs to be highlighted?
-

STEP TWO Format your Cover letter using the following paragraph guide. Remember every Cover Letter you write should be adapted depending on your answers in Step 1.

STEP THREE Research the correct Hiring manager's contact information and create correct letter format. If a specific name is not available use "*To whom it may concern*" or "*Dear Hiring Manager.*"

STEP FOUR Proofread your final cover letter with a trusted friend and/or advisor.

- DO**
- Follow correct business format for letters
 - Explain in the beginning why you are writing
 - Articulate what you can bring to the organization
 - Make your points succinct
 - Close with a direct follow through action
 - Proofread all documents that go to employers
 - Send your documents as PDF files

- DON'T**
- Overuse "I"
 - Constantly say what the employer can give you
 - Use formal, fluffy language
 - Send the same generic cover letter to every business
 - Send a blank email with your application materials



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Resources in this Guide Adapted from:

Cal Berkeley Resume and Cover Letter Guide

<https://career.berkeley.edu/Guide/ResumeLetterWriting.pdf>

Michigan State University Career Center 12 Essential Competencies for Success

<http://careernetwork.msu.edu/wp-content/uploads/2013/01/Competencies.pdf>

FSU Career Center

http://www.career.fsu.edu/pubs/2012-13_Career_Guide_.pdf

Big Interview

<http://biginterview.com/>

Vault – Career Library

<http://www.vault.com/wps/portal/usa>

Damn Good Resume Book

<http://books.google.com/books?id=3rm6xK1xWZIC&printsec=frontcover#v=onepage&q&f=false>

Internqube

<http://www.internqube.com/>

UMBC Undergraduate Research

http://www.umbc.edu/undergrad_ed/research/PersonalStatement.htm



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