

LM 2-1 Turbo Resumé Verbs

Student Name: _____ Date: _____

Decision Making	Oral Communication	Problem Solving	Technical & Computer Skills	Job Task Planning
Administered	Advised	Designed	Computed	Classified
Analyzed	Clarified	Developed	Designed	Collected
Assigned	Coached	Directed	Devised	Complied
Attained	Communicated	Established	Engineered	Dispatched
Chaired	Coordinated	Fashioned	Fabricated	Executed
Consolidated	Developed	Founded	Maintained	Generated
Contracted	Enabled	Illustrated	Operated	Implemented
Coordinated	Encouraged	Instituted	Overhauled	Inspected
Delegated	Evaluated	Integrated	Programmed	Monitored
Directed	Explained	Introduced	Remodelled	Operated
Improved	Facilitated	Invented	Repaired	Organized
Increased	Guided	Originated	Solved	Prepared
Managed	Informed	Performed	Trained	Processed
Organized	Initiated	Planned	Upgraded	Purchased
Oversaw	Instructed	Revitalized		Recorded
Planned	Persuaded	Shaped		Retrieved
Prioritized	Set goals			Screened
Produced	Stimulated			Specified
Recommended				Tabulated
Reviewed				Validated
Scheduled				
Strengthened				

LM 2-1 Turbo Resumé Verbs continued

Student Name: _____ Date: _____

Reading, Writing, Document Use, Oral Communication	Finding Information & Job Task Planning	Money Math, Measurement and Calculation, Data Analysis, Numerical Estimation	Teamwork
Addressed Arranged Authored Corresponded Developed Directed Drafted Edited Enlisted Formulated Influenced Interpreted Lectured Mediated Motivated Negotiated Persuaded Promoted Publicized Reconciled Recruited Spoke Translated Wrote	Clarified Collected Critiqued Diagnosed Evaluated Examined Extracted Identified Inspected Interpreted Investigated Organized Programmed Repaired Remodelled Solved Summarized Surveyed Trained Upgraded	Administered Allocated Analyzed Appraised Audited Balanced Budgeted Calculated Computed Developed Forecasted Managed Planned Projected Researched	Assessed Assisted Clarified Coached Counsellor Demonstrated Diagnosed Educated Expedited Facilitated Familiarized Guided Referred Rehabilitated Represented Supervised