

RESUMES: REFINING & CUSTOMIZING YOUR DESCRIPTIONS



UT PERMIAN BASIN™
CAREER SERVICES

Identify your transferable skills

Revise and tailor your descriptions to highlight relevant skills on your resume.

Communication

- Writing clearly and concisely
- Listening attentively
- Expressing ideas
- Documenting information
- Creating reports
- Reporting information
- Public Speaking
- Presenting information
- Describing feeling
- Negotiating/persuading
- Providing accurate descriptions
- Communicating clearly with those outside of the organization
- Asking appropriate questions to gather specific information

Professionalism

- Setting and meeting deadlines
- Accepting responsibility
- Enlisting help
- Editing/proofing
- Seeking opportunities for professional growth
- Taking initiative
- Managing time and stress
- Responding well to feedback
- Communicating needs
- Remaining calm under pressure

Leadership

- Managing and supervising groups
- Delegating responsibility
- Promoting and adapting to change
- Prioritizing tasks
- Identifying areas for improvement
- Facilitating meetings
- Coaching/mentoring/counseling
- Evaluating progress
- Giving praise and credit
- Setting and accomplishing goals
- Eliciting input and providing feedback
- Encouraging others

Technology

- Presenting findings
- Learning new tools/techniques
- Using technology to present ideas
- Improving efficiency and productivity with technology
- Troubleshooting technical difficulties
- Analyzing complex ideas
- Developing creative projects

Equity & Inclusion

- Soliciting and using feedback from multiple perspectives
- Involving group members in problem-solving
- Collaborating in diverse environment
- Eliminating barriers and identifying resources

Critical Thinking

- Anticipating potential problems
- Defining problems and possible causes
- Identifying and selecting solutions
- Creating innovative approaches
- Developing plans to implement solutions
- Establishing general principles
- Mediating conflict
- Implementing sound decisions
- Improvising
- Doing more with less
- Forecasting/predicting
- Designing an experiment
- Imagining alternatives
- Identifying resources
- Extracting important information
- Defining needs
- Developing strategies
- Formulating conclusions
- Conceptualizing ideas
- Observing and discovering
- Analyzing information

Teamwork

- Generating and initiating ideas
- Making decisions with others
- Respecting others
- Developing rapport
- Sharing credit/cooperation
- Interacting effectively
- Meeting team expectations
- Perceiving feelings, situations
- Listening to others

RESUMES: ACTION-ORIENTED ACCOMPLISHMENT STATEMENTS



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Sample Accomplishment Statements

Start with an **action verb** to show you did something, then provide context for that action using **quantitative and qualitative terms**. Lastly, demonstrate the **end result** of your actions to show the value of your contributions.

- Coordinated three fundraising events for local shelters, raising \$8,000 and improving community awareness.
- Designed a custom website using HTML and CSS that led to a 30% increase in page views.

Management & Leadership

administered
appointed
approved
assigned
attained
authorized
chaired
consolidated
controlled
coordinated
decided
delegated
directed

emphasized
enforced
enhanced
executed
handled
headed
hired
hosted
increased
led
managed
merged
overhauled

oversaw
planned
prioritized
produced
recommended
streamlined
strengthened
supervised

Communication

addressed
advertised
articulated
authored
clarified
composed
condensed
conferred
consulted
contacted
conveyed
convinced
defined

described
discussed
drafted
edited
elicited
enlisted
expressed
influenced
informed
instructed
interacted
interviewed
joined

judged
listened
mediated
moderated
motivated
negotiated
observed
outlined
persuaded
presented
promoted
proposed
publicized

recruited
reinforced
reported
responded
solicited
specified
suggested
synthesized
translated
wrote

Helping

advised
advocated
answered
cared for
coached
collaborated
contributed
cooperated
counseled
demonstrated
educated
enabled
expedited

explained
facilitated
familiarize
furthered
guided
intervened
motivated
provided
referred
rehabilitated
simplified
supplied
supported

taught
trained
tutored
volunteered

Research

analyzed
compared
conducted
critiqued
detected
determined
diagnosed
evaluated
examined
experimented
explored
extracted
formulated

gathered
identified
inspected
interpreted
investigated
located
measured
researched
searched
summarized
surveyed
tested

Technical

adapted
assembled
built
coded
constructed
converted
debugged
engineered
fabricated
installed
maintained
operated

programmed
rectified
regulated
remodeled
repaired
replaced
solved
specialized
studied
upgraded

Organization & Detail

arranged
cataloged
categorized
charted
classified
coded
collected
compiled
distributed
generated
implemented
incorporated
logged

monitored
obtained
ordered
organized
prepared
processed
purchased
recorded
registered
reserved
reviewed
routed
scheduled

submitted
standardized
systemized
updated
validated
verified

Accomplishment

achieved
completed
expanded
exceeded
improved

pioneered
reduced
resolved
restored
transformed

Financial & Data

adjusted
allocated
analyzed
appraised
assessed
audited
balanced
calculated
computed

conserved
corrected
estimated
forecasted
marketed
projected
reconciled
retrieved
reported

Creative

acted
combined
conceptualized
created
customized
designed
developed
displayed
entertained

established
fashioned
founded
illustrated
initiated
integrated
invented
modeled
modified

originated
performed
photographed
revised
revitalized
shaped