

HIGHLIGHT YOUR EXPERIENCE

USE ACTION VERBS TO HIGHLIGHT YOU EXPERIENCE

Administered

Designed

Negotiated

Advised

Developed

Organized

Analyzed

Directed

Persuaded

Appraised

Edited

Planned

Arranged

Established

Presented

Budgeted

Estimated

Recruited

Chaired

Evaluated

Represented

Coached

Explained

Researched

Collaborated

Facilitated

Reviewed

Contacted

Improved

Sold

Cooperated

Instructed

Supervised

Coordinated

Investigated

Updated

Counseled

Lead

Visualized

Created

Learned

Wrote

Decided

Managed