

# USE ACTION/BUZZ WORDS

Use action words to describe your work experience and responsibilities

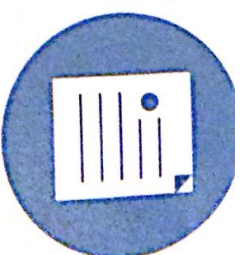
Management Skills	Communication Skills	Clerical or Detailed Skills	Research Skills	Technical Skills	Teaching Skills	Financial Skills	Creative Skills	Helping Skills
administered analyzed assigned attained chaired contracted consolidated coordinated delegated developed directed evaluated executed improved increased initiated maintained managed organized oversaw planned prioritized produced promoted recommended reviewed scheduled strengthened supervised	addressed arbitrated arranged authored clarified corresponded developed directed drafted edited enlisted formulated influenced interpreted lectured mediated moderated motivated negotiated persuaded presented promoted publicized reconciled recruited referred spoke translated wrote	approved arranged catalogued classified collected compiled dispatched executed generated implemented inspected investigated monitored operated organized performed prepared processed purchased recorded retrieved screened specified systematized tabulated validated	accomplished collected critiqued diagnosed drafted evaluated examined extracted gathered identified inspected interpreted interviewed investigated organized reviewed summarized surveyed systematized	assembled built calculated computed designed devised engineered fabricated handled installed maintained operated overhauled programmed remodeled repair solved trained upgraded	adapted advised clarified coached communicated coordinated developed enabled encouraged evaluated explained facilitated guided informed initiated instructed persuaded set goals stimulated	administered allocated analyzed appraised audited balanced budgeted calculated computed developed forecasted managed marketed negotiated planned projected researched	acted conceptualized created designed developed directed established fashioned founded illustrated instituted integrated introduced invented originated performed planned revitalized shaped	advised assessed assisted clarified coached counseled consulted delegated demonstrated diagnosed educated expedited facilitated familiarized guided instructed interacted rehabilitated represented

## Phrases

Successful in/at...	Acted/Functioned as...	Expertise and demonstrated skills...
Specialize in...	Worked closely with...	Knowledge of/experienced as...
In charge of...	Promoted to/from...	Extensive training/involvement...
Assigned to...	Proven track record in...	Provided technical assistance to...
Resulted in...	Served/Operated as...	... to ensure maximum/optimum...
Instrumental in...	Direct/Indirect control...	Acted as liaison for/between...
Recipient of...	Temporarily assigned to...	Proficient/competent at...
Honored as...		



# COVER LETTER – RECIPE FOR SUCCESS



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## SALUTATION

- Address your letter to Dr./Mr./Ms. "Last Name" or "Dear Hiring Manager"

## OPENING

- Introduction
- Specific job of interest
- Connections to company
- Reason for interest and qualifications (1-2 sentences max)

## BODY

- 2-3 key strengths
- Specific examples
- Relate to job
- Elaborate on resume

## CLOSING

- Thank you
- Contact info and next steps