



COLLEGE OF EDUCATION AND HUMAN SCIENCES

Resume Verbs:

Hospitality, Restaurant, and Tourism Management

Creativity

Broadened, Composed,
Conceived, Conceptualized,
Constructed, Created, Designed,
Developed, Devised, Discovered,
Enhanced, Expanded, Explored,
Generated, Illustrated,
Integrated, Invented, Probed,
Produced, Redesigned,
Restored, Restructured,
Revamped, Revitalized, Wrote

Flexibility/Problem Solving

Adapted, Adjusted, Amended,
Augmented, Balanced, Bargained,
Employed, Identified,
Improvised, Investigated,
Reconciled, Responded,
Searched, Settled, Solved

Customer Service

Addressed, Checked, Clarified,
Communicated, Conducted,
Confirmed, Dealt with, Expedited,
Explained, Familiarized, Fielded,
Founded, Gauged, Hosted,
Informed, Interacted, Interviewed,
Introduced, Located, Maintained,
Mediated, Negotiated, Oriented,
Preserved, Resolved, Spoke,
Tailored, Validated, Verified,
Welcomed

Events/Organization

Assembled, Attained, Attended,
Budgeted, Centralized, Enlisted,
Ensured, Exceeded, Executed,
Exercised, Finalized, Financed,
Forecasted, Formalized,
Formatted, Inventoried,
Launched, Ordered, Organized,
Planned, Prepared, Presented,
Priced, Prioritized, Programmed,
Purchased, Quoted, Registered,
Regulated, Reorganized,
Scheduled, Set (up),
Standardized, Streamlined,
Submitted, Supplied

Sales

Convinced, Customized, Displayed,
Furnished, Increased, Influenced,
Leveraged, Lobbied, Marketed,
Maximized, Minimized, Motivated,
Performed, Persuaded, Promoted,
Publicized, Published, Recruited, Sold,
Solicited, Targeted

Technical/Analytical

Analyzed, Assessed, Audited,
Benchmarked, Calculated,
Canvassed, Carried out, Catalogued,
Classified, Collected, Combined,
Compared, Compiled, Computed,
Concluded, Condensed,
Consolidated, Converted, Critiqued,
Decreased, Defined, Documented,
Drafted, Edited, Eliminated,
Estimated, Evaluated, Examined,
Extracted, Formulated, Inspected,
Installed, Interpreted, Measured,
Observed, Obtained, Polled,
Predicted, Processed, Projected,
Proofread, Quantified, Ranked,
Rated, Recorded, Reduced, Refined,
Replaced, Reported, Researched,
Reviewed, Revised, Shortened,
Simplified, Specified, Strengthened,
Studied, Substantiated,
Summarized, Surveyed,
Synthesized, Systematized, Tested
Translated Transmitted, Trimmed,
Updated, Upgraded

Management/Leadership

Accomplished, Achieved, Acted
as/on, Administered, Advised,
Advocated, Allocated, Applied,
Appraised, Approved, Arranged,
Ascertained, Assigned,
Authorized, Built, Chaired,
Chose, Completed, Coordinated,
Corrected, Controlled,
Cultivated, Decided, Delegated,
Delivered, Demonstrated,
Described, Designated,
Determined, Directed,
Disseminated, Distinguished,
Distributed, Enforced,
Engineered, Established,
Exhibited, Facilitated, Guided,
Headed, Hired, Implemented,
Improved, Initiated, Instituted,
Instructed, Issued, Lectured,
Led, Managed, Modeled,
Moderated, Modified,
Monitored, Operated,
Orchestrated, Originated,
Overhauled, Oversaw, Presided,
Proposed, Provided, Pursued,
Raised, Represented, Screened,
Secured, Selected, Spearheaded,
Supervised, Surpassed, Taught,
Team-Taught, Trained,
Transformed, Tutored

Teamwork

Aided, Assisted, Coached,
Collaborated, Consulted, Counseled,
Corresponded, Encouraged,
Gathered, Incorporated, Involved,
Participated, Recommended,
Referred, Served (as), Suggested,
Supported, Transferred, Unified