



THE “MASTER LIST”

IMPORTANT NOTE:

This information may or may not be used in a resume – details are key.

- Write the name of the place where you currently work/previously worked and your job title.
Example: University of Colorado Boulder, Residence Life Hall Director
- Write a list of everything you do/did in that position. You may use the verbs from the following skills list to prompt your memory. It is important to be specific, writing what you do/did and what you have accomplished.

Examples:

- Provided on-site and on-call support for over 500 residents living in the Williams Village East Residence Hall.
- Initiated seven diversity and inclusion initiatives in four residence halls.
- Supervised 18 Resident Advisors and three Senior Resident Advisors.
- Managed an annual budget of \$22K.
- Tracked event-related expenses for annual Western States Residence Life Conference, 2017-2019.
- Assisted with conference set-up and managed attendance information, 2018.
- Utilized StarRez, Kronos, eRezLife, Microsoft Outlook, and Google Drive to perform administrative duties.

Remember to use ACTION VERBS and stress achievement and skills.

Write one activity on each line. Nothing is too insignificant to write down; capture it all. If you start to censor your process or edit as you go, you will impede your memory. Write until you cannot think of another thing. Include the following information:

- *Object(s) worked on
- *Goods and services produced
- *With what equipment?
- *By what method?
- *With what materials?

- Continue this process, using a separate page for each position you've held, and go back through all the jobs you held, even if you do not plan to use it on your resume. You may include unpaid work, such as volunteer work or internships.
- Look over your descriptions and add as much information as you can remember. Questions to ask yourself include: What did I accomplish? What was the result? Quantify whenever possible (also consider increases and decreases), including:
 - *Speed
 - *Volume
 - *Accuracy
 - *Number supervised
- Keep your document handy because you may remember more information as you go about your daily activities and then can conveniently add it to your list. You may use your computer to type the list or you may handwrite it in a notebook; select the approach that allows you to most easily brainstorm your items.

ACTION VERBS

ADMINISTRATIVE SKILLS

Administered
Coordinated
Dealt
Designed
Enlisted
Established
Evaluated
Intercepted
Interviewed
Managed
Mediated
Negotiated
Ordered
Organized
Participated
Prepared
Planned
Provided
Reviewed
Selected
Supervised
Updated

CLERICAL SKILLS

Approved
Arranged
Catalogued
Classified
Collected
Compiled
Dispatched
Executed
Filed
Generated
Implemented
Inspected
Monitored
Operated
Prepared
Processed
Purchased
Recorded
Retrieved
Screened
Specified
Systematized
Tabulated
Typed
Validated

COMMUNICATION SKILLS

Addressed
Arranged
Authored
Contracted
Consulted
Corresponded
Created
Developed
Directed
Drafted
Edited
Enlisted
Formulated
Handled
Helped
Influenced
Interpreted
Interviewed
Led
Lectured
Manipulated
Mediated
Merged
Motivated
Negotiated
Obtained
Persuaded
Reasoned
Reconciled
Recruited
Sold
Spoke
Wrote
Read

COUNSELING SKILLS

Assessed
Clarified
Coached
Counseled
Demonstrated
Diagnosed
Educated
Encouraged
Expedited
Facilitated
Familiarized
Guided
Interpreted
Motivated
Observed
Referred
Rehabilitated
Represented
Stimulated

CREATIVE SKILLS

Abstracted
Acted
Adapted
Conceived
Conceptualized
Created
Designed
Developed
Directed
Established
Expanded
Fashioned
Founded
Generated
Illustrated
Imagined
Implemented
Initiated
Innovated
Instituted
Integrated
Introduced
Invented
Launched
Opened
Originated
Painted
Perceived
Performed
Planned
Promoted
Produced
Revitalized
Set Up
Shaped
Shared
Synthesized
Visualized
Wrote

FINANCIAL SKILLS

Administered
Allocated
Analyzed
Appraised
Audited
Budgeted
Calculated
Compared
Computed
Detailed
Developed
Estimated
Forecasted
Kept records
Kept books
Managed
Planned
Researched
Recorded
Reconciled
Solved

ACTION VERBS (continued)

DETAIL SKILLS

Approved	Recorded
Arranged	Responded
Classified	Researched
Collated	Retained
Compared	Retrieved
Copied	Selected
Collected	Structured
Compiled	Systematized
Defined	Tabulated
Dispatched	Validated
Enforced	
Executed	
Facilitated	
Followed through	
Gathered	
Implemented	
Inspected	
Investigated	
Judged	
Managed time	
Met deadlines	
Operated	
Organized	
Pinpointed	
Processed	
Purchased	

DEVELOPMENT SKILLS

Analyzed
Applied
Catalogued
Compiled
Conceived
Coordinated
Created
Designed
Developed
Effectuated
Engaged
Established
Formulated
Founded
Gathered
Influenced
Implemented
Initiated
Instituted
Maintained
Prepared
Researched
Selected
Structured
Supported
Surveyed
Updated

HELPING SKILLS

Adjusted
Advised
Assisted
Attended
Alleviated
Brought
Cared for
Carried out
Consulted
Directed
Empowered
Enlisted
Guided
Listened
Monitored
Notified
Observed
Performed
Referred
Related
Rendered
Served
Spoke
Supported
Understood

MANAGEMENT SKILLS

Administered	Monitored
Analyzed	Ordered
Assigned	Organized
Conducted	Oversaw
Contracted	Participated
Controlled	Persuaded
Coordinated	Planned
Demonstrated	Prioritized
Delegated	Produced
Developed	Projected
Directed	Promoted
Effectuated	Proposed
Evaluated	Provided
Executed	Recommended
Fired	Reviewed
Guided	Scheduled
Hired	Strategized
Instructed	Supervised
Led	Trained
Managed	

MANUAL SKILLS

Assembled	Shipped
Bent	Tended
Bound	
Built	
Controlled	
Cut	
Drilled	
Drove	
Fed	
Ground	
Handled	
Inspected	
Lifted	
Maintained	
Moved	
Operated	
Prepared	
Pulled	
Punched	
Set up	

RESEARCH SKILLS

Clarified
Collected
Critiqued
Decided
Diagnosed
Examined
Extracted
Extrapolated
Evaluated
Gathered
Inspected
Interpreted
Interviewed
Investigated
Organized
Perceived
Reviewed
Surveyed
Synthesized
Wrote

ACTION VERBS (continued)

TEACHING SKILLS

Adapted
Adopted
Advised
Briefed
Clarified
Coached
Communicated
Coordinated
Decided
Developed
Enabled
Encouraged
Engaged
Enlightened
Expressed enthusiasm
Explained
Facilitated
Guided
Influenced
Informed
Initiated
Instructed
Invented
Persuaded
Set Goals
Stimulated

RESULTS WORDS

Accelerated
Applied
Attained
Completed
Conducted
Cut
Effectuated
Eliminated
Expanded
Exhibited
Expedited
Illustrated
Improved
Increased
Mastered
Modeled
Negotiated
Performed
Presented
Produced
Proved
Proposed
Recommended
Reconciled
Reduced
Reinforced
Revamped
Revised
Showed
Solved