

STRENGTHEN YOUR RESUME USING THESE KEYWORDS

| Communication skills | Teamwork and collaboration | Creativity | Leadership |
|----------------------|----------------------------|--------------|-------------|
| Addressed | Adapted | Acted | Appointed |
| Advertised | Advocated | Adapted | Approved |
| Advised | Aided | Began | Assigned |
| Answered | Answered | Combined | Considered |
| Arranged | Arranged | Composed | Controlled |
| Briefed | Assessed | Created | Coordinated |
| Composed | Assisted | Customized | Decided |
| Consulted | Clarified | Designed | Developed |
| Contacted | Coached | Developed | Directed |
| Conveyed | Collaborated | Directed | Eliminated |
| Convinced | Contributed | Displayed | Emphasized |
| Corresponded | Coordinated | Drew | Enforced |
| Defined | Counseled | Entertained | Enhanced |
| Developed | Demonstrated | Established | Established |
| Directed | Educated | Founded | Hired |
| Discussed | Encouraged | Illustrated | Hosted |
| Drafted | Engaged | Initiated | Improved |
| Edited | Ensured | Innovated | Increased |
| Explained | Facilitated | Integrated | Initiated |
| Expressed | Familiarized | Introduced | Led |
| Followed | Guided | Invented | Managed |
| Informed | Helped | Modeled | Motivated |
| Interacted | Intervened | Modified | Organized |
| Interpreted | Involved | Originated | Oversaw |
| Listened | Motivated | Performed | Planned |
| Moderated | Participated | Photographed | Prioritized |
| Negotiated | Presented | Planned | Recommended |
| Observed | Provided | Revised | Reorganized |
| Outlined | Referred | Revitalized | Restored |
| Persuaded | Represented | Shaped | Reviewed |
| Promoted | Shared | | Scheduled |
| Proposed | Simplified | | Secured |
| Referred | Supplied | | Selected |
| Reported | Supported | | |
| Responded | Team-Built | | |
| Specified | Volunteered | | |
| Spoke | | | |
| Suggested | | | |
| Summarized | | | |
| Translated | | | |
| Wrote | | | |



| Problem Solving | Adaptability | Critical thinking | Interpersonal skills | Time management |
|---|---|--|---|---|
| Analyzed Detected Assessed Consulted Determined Diagnosed Discussed Investigated Evaluated Identified Reconciled Resolved Mediated Moderated Negotiated | Adapted Adjusted Evolved Changed Modified | Critiqued Evaluated Examined Judged Perceived Prioritized Problem-solved Analyzed Detected Assessed Determined Diagnosed Investigated Evaluated Identified Resolved | Communicated Collaborated Assisted Helped Supported Engaged Participated Shared Team-Built Interacted Interviewed | Scheduled Organized Prioritized Managed Coordinated |

| Food Services Skills | | Manufacturing and General Labor Skills | |
|---|--|---|---|
| Answered Assembled Baked Boiled Cleaned Cooked Created Determined Estimated Fried Handled Informed Inspected Labeled Measured Minced Mixed Ordered Packaged Planned Portioned | Prepared Purchased Recommended Recorded Sanitized Served Sterilized Stocked Washed | Assembled Built Carried Checked Cleaned Collected Compared Controlled Distributed Dug Exceeded Fixed Followed Handled Improved Inspected Installed Labeled Lifted Loaded | Manufactured Mined Operated Optimized Ordered Packed Performed Picked Planned Repaired Replaced Restored Reviewed Scanned Scheduled Selected Transported Wrapped |

