

Resume Skills and Qualifications Worksheet

Hard Skills or Qualifications are technical skills or job-specific abilities and knowledge you need to complete a specific task in a given field. Hard skills are acquired through formal education, training programs, or hands-on experience.

- Knowledge of Microsoft Office Suite and Google Drive Suite
- Can communicate effectively in Spanish
- Experience with basic programming skills in robotics
- Performed cashier duties for the school store

Soft skills are common core personality traits, behaviors, and interpersonal (people) skills that we use to interact with others in the work profession—for example, effective communication, listening, time management, empathy, motivation, and adaptability.

- Created team exercise warm-up activities.
- Led club fundraising events
- Tutored elementary students in reading
- Mentored students in Big Brothers Program

Action Words Worksheet

Using **action verbs** in resumes allows you to highlight and describe all key professional job skills, tasks, and achievements. Use action verbs as keywords to limit long lists of skills, qualifications, duties, task descriptions, achievements, honors, and awards.

Accelerated	Communicated	Endorsed	Initiated	Patched	Revived
Accomplished	Compiled	Engaged	Inspected	Perfected	Saved
Achieved	Completed	Enhanced	Inspired	Performed	Scheduled
Acknowledged	Composed	Energized	Installed	Persuaded	Secured
Acquired	Conducted	Established	Instructed	Piloted	Selected
Adapted	Constructed	Evaluated	Integrated	Pioneered	Set up
Administered	Consulted	Examined	Interpreted	Planned	Shaped
Adopted	Contributed	Executed	Interviewed	Prepared	Sighted
Advanced	Converted	Exerted	Introduced	Presented	Slashed
Advised	Conveyed	Expanded	Invented	Probed	Solved
Advocated	Convinced	Expedited	Investigated	Produced	Spearheaded
Aided	Coordinated	Explained	Joined	Programmed	Specialized in
Aligned	Corrected	Explored	Lifted	Promoted	Started
Altered	Corresponded	Facilitated	Made	Prompted	Stimulated
Amplified	Counseled	Familiarized	Maintained	Proved	Streamlined
Analyzed	Crafted	Fashioned	Managed	Provided	Strengthened
Applied	Created	Fielded	Mapped	Publicized	Structured
Arranged	Cultivated	Finished	Marketed	Purchased	Studied

Assembled	Customized	Fixed	Maximized	Pursued	Supervised
Assessed	Defined	Forged	Measured	Put together	Supported
Assimilated	Delegated	Formed	Mediated	Put to use	Surveyed
Audited	Delivered	Formulated	Melded	Quantified	Taught
Authorized	Demonstrated	Fostered	Mentored	Raised	Tested
Authored	Deployed	Gained	Merged	Rated by	Tracked
Balanced	Designed	Gathered	Mobilized	Rebuilt	Trained
Bargained	Determined	Generated	Moderated	Received	Transformed
Blended	Developed	Grew	Monitored	Recruited	Translated
Boosted	Devised	Guided	Motivated	Reduced	Traveled
Broadened	Directed	Handled	Navigated	Refined	Trusted by
Built	Discovered	Headed	Negotiated	Regulated	Undertook
Calculated	Dispatched	Helped	Noticed	Reinforced	Unified
Cared for	Diversified	Hired	Obtained	Remodeled	United
Caught	Drafted	Hosted	Operated	Reorganized	Updated
Chaired	Earned	Identified	Orchestrated	Represented	Upgrade
Checked	Edited	Ignited	Organized	Researched	Utilized
Clarified	Embraced	Illustrated	Outpaced	Resolved	Volunteered
Classified	Employed	Implemented	Overhauled	Restored	Worked
Coached	Enabled	Improved	Oversaw	Restructured	Wrote
Collaborated	Enacted	Increased	Participated	Revamped	
Commended	Encouraged	Influenced	Partnered	Reviewed	

Action Word Tasks

Locate and read three (3) job advertisements in your preferred career plan.

1. What are some keywords for your field?
2. Use keywords to portray your three (3) hard skills in this field.
3. Use keywords to portray your three (3) soft skills in this field.
4. Use keywords to portray three (3) core tasks you might perform in this field.
5. Use keywords to portray three (3) high achievements you might receive in this field.