

The One Resume Resource You'll Ever Need

Keep this free reference handy when working on your resume or CV.

by

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111 Smart Resume Section Headings and Titles

The list is divided into sections, just like your resume, to group the related headers together for easy reference.

Objectives, Summaries and Goals

- Career Goal
- Objective
- Career Objective
- Employment Objective
- Professional Objective
- Summary
- Career Summary
- Professional Summary
- Summary of Qualifications

Work and Employment

- Employment History
- Work History
- Work Experience
- Experience
- Professional Experience
- Professional Background
- Additional Experience
- Career Related Experience
- Related Experience
- [Industry] Experience – replace [Industry] with the name of yours, such as 'Accounting Experience'
- Freelance
- Freelance Experience
- Army Experience
- Military Experience
- Military Background

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Education and Training

Academic Background
Academic Experience
Programs
Courses
Related Courses
Education
Educational Background
Educational Qualifications
Educational Training
Education and Training
Training
Academic Training
Professional Training
Course Project Experience
Related Course Projects
Internship Experience
Internships
Apprenticeships
College Activities
Certifications
Special Training

Extra-curricular

Activities and Honors
Affiliations
Professional Affiliations
Associations
Professional Associations
Memberships
Professional Memberships
Athletic Involvement
Community Involvement
Civic Activities
Extra-Curricular Activities

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Professional Activities

Volunteer Work

Volunteer Experience

Skills, Expertise and Proficiencies

Credentials

Qualifications

Areas of Experience

Areas of Expertise

Areas of Knowledge

Skills

Career Related Skills

Professional Skills

Specialized Skills

Technical Skills

Computer Skills

Computer Knowledge

Software (as in, 'software you are familiar with')

Technologies

Technical Experience

Proficiencies

Languages

Language Competencies and Skills

Programming Languages

Achievements and Accomplishments

Licenses

Presentations

Conference Presentations

Conventions

Dissertations

Exhibits

Papers

Publications

Professional Publications

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Research
Research Grants
Research Projects
Current Research Interests
Thesis / Theses

Awards and Recognition

Honors
Academic Honors
Accolades
Endorsements
Achievements
Accomplishments
Awards
Distinctions
Fellowships
Scholarships

Credibility and Proof

Portfolio
References
Testimonials
Recommendations
Web Portfolio
Writing Samples – as in, ‘where to find them’
Websites – as in, ‘Created’ or ‘Designed’)
Social Media Profiles

Status

Availability – as in, ‘when I will be available’ if you’re currently unavailable (e.g. student) but need to apply in advance

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Bonus

Did you notice that the following weren't in the list?

Hobbies

Interests

Personal Interests

Miscellaneous

That's because none of these sections should appear on your resume unless you have a very specific reason to add them, and I don't mean 'as filler to make it a whole page.'

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60 Resume Achievement Writing Ideas and Expressions

60 kinds of achievements that you might not be emphasizing enough on your CV or resume.

Why is this list important?

To do a great job selling yourself, a resume needs to convince readers that you have the skills needed for their job and the abilities to do it successfully. By highlighting accomplishments using action verbs, you create a proven track record to eliminate all doubt.

How to use this list

1. Copy the list into your resume-writing software such as Microsoft Word.
2. Delete all the lines that don't apply to your experience.
3. Elaborate on the lines you do keep. Many of the expressions should be followed with a "by..." or "using..."

You successfully...

1. Managed company/department annual/quarterly budget of X (large) amount
2. Stayed under budget for X quarters/years
3. Were promoted
4. Were promoted after only X months in the role
5. Directed a team/group/organization (something difficult to manage)
6. Managed a project spanning X countries/continents/employees
7. Placed employees at X companies
8. Trained X new employees
9. Built a new team/division (not just hiring, also managing the workflow) for the company
10. Redesigned and implemented more effective company procedures which e.g. decreased time-to-market by X amount/%
11. Met deadlines consistently
12. Reined in rollercoaster project X
13. Supervised large/complex project in attaining goal X
14. Grew customer base by X amount/%
15. Grew donor base by X amount/%

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16. Multiplied donations by X amount/%
17. Cut costs by X amount/% within Y amount of time
18. Launched X new websites/products/campaigns
19. Increased portfolio earnings by X amount/%
20. Integrated an extremely complex system for the company
21. United multiple teams post-merger
22. Finished sales quota X amount of time early
23. Reduced client/reader attrition by X amount/%
24. Met X national/global/industry standard within Y amount of time
25. Streamlined team/department operations
26. Improved ties with country/industry association/union
27. Boosted earnings by X amount/%
28. Implemented a service level agreement
29. Won X number of cases (for a lawyer)
30. Published X articles/white papers/reports/books
31. Received X award/designation
32. Won X award/competition for Y consecutive years
33. Attained X certification
34. Finished in the top X percentile of your class/course
35. Reached X objective(s) every quarter for Y quarters in a row
36. Reached X objective(s) faster than competitor (internal/external)
37. Discovered X new drugs/species/trends
38. Coined well-known buzzword or industry term
39. Created X program/course/methodology
40. Founded X company/non-profit/association/club
41. Solved X disputes (for a negotiator)
42. Resolved X internal conflicts
43. Hold world/Olympic record
44. Climbed X number of mountains
45. Coached X teams to trophy/championship/1st place in league
46. Received score of X (high) on known customer satisfaction survey/poll
47. Received score of X (high) on standardized testing/exam
48. First person to achieve X (or led first team to achieve X) internally/externally
49. Something you created won an award/was a bestseller/fan favorite
50. Voted best/most something by association/club/group
51. Featured in website/magazine/newspaper/book
52. Held a perfect attendance record
53. Introduced company products to X new markets
54. Audited X number of clients in only Y amount of time
55. Piloted X program with a Y % participant completion rate
56. Advanced (non-profit) organization policy
57. Fixed X amount / % of bugs in company software/open-source project
58. Presented at well-known conference/seminar/workshop

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- 59. Did something that was viewed/used by many people
- 60. Achieved/Surpassed company/team goal of doing X by Y amount / %

Notes

Be prepared to explain how you achieved your results, how an award was decided, etc. For example, numbers in particular give more credibility to your statements but only use them if you can explain how they were measured.

Using these ideas should help you avoid making ambiguous statements where trust is required but not easily acquired, such as in a job interview.

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500+ Positive Resume Action Verbs That Get Job Interviews

Positive action verbs make your resume achievements sound even more impressive. Use this long list of action verbs to make your resume sizzle.

In alphabetical order:

1. Accelerated
2. Accomplished
3. Accounted for
4. Accumulated
5. Achieved
6. Acquired
7. Acted
8. Activated
9. Active in
10. Adapted
11. Addressed
12. Adjusted
13. Administered
14. Advanced
15. Advertised
16. Advised
17. Advocated
18. Affected
19. Aided
20. Alerted
21. Allocated
22. Amplified
23. Analyzed
24. Answered
25. Anticipated
26. Applied
27. Appointed
28. Appraised
29. Approved
30. Arbitrated
31. Arranged

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32. Arraigned
33. Arrested
34. Articulated
35. Ascertained
36. Aspired
37. Assembled
38. Assessed
39. Assigned
40. Assisted
41. Assumed responsibility
42. Assured
43. Attained
44. Attracted
45. Audited
46. Authored
47. Automated
48. Awarded
49. Balanced
50. Billed
51. Blazed
52. Boosted
53. Bought
54. Briefed
55. Broadened
56. Budgeted
57. Built
58. Calculated
59. Campaigned
60. Captured
61. Carried out
62. Cataloged
63. Caused
64. Centralized
65. Chaired
66. Championed
67. Changed
68. Channeled
69. Charted
70. Checked
71. Clarified
72. Classified
73. Closed
74. Coached

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- 75. Co-directed
- 76. Collaborated
- 77. Collected
- 78. Co-managed
- 79. Combined
- 80. Commanded
- 81. Commended
- 82. Commented
- 83. Communicated
- 84. Compared
- 85. Compiled
- 86. Completed
- 87. Composed
- 88. Computed
- 89. Conceived
- 90. Conceptualized
- 91. Condensed
- 92. Conducted
- 93. Conferred
- 94. Conserved
- 95. Considered
- 96. Consolidated
- 97. Constructed
- 98. Consulted
- 99. Contacted
- 100. Contained
- 101. Contracted
- 102. Contributed
- 103. Controlled
- 104. Converted
- 105. Convicted
- 106. Coordinated
- 107. Corrected
- 108. Correlated
- 109. Corresponded
- 110. Corroborated
- 111. Costed
- 112. Counseled
- 113. Counted
- 114. Created
- 115. Critiqued
- 116. Crowned
- 117. Cultivated

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118. Cured
119. Customized
120. Cut
121. Dealt with
122. Decided
123. Decreased
124. Defined
125. Delegated
126. Delivered
127. Demonstrated
128. Described
129. Designated
130. Designed
131. Detected
132. Determined
133. Developed
134. Devised
135. Diagnosed
136. Directed
137. Discovered
138. Dispatched
139. Dispensed
140. Displayed
141. Dissected
142. Distinguished
143. Distributed
144. Documented
145. Doubled
146. Drafted
147. Drove
148. Earned
149. Economized
150. Edited
151. Educated
152. Effected
153. Eliminated
154. Emphasized
155. Employed
156. Empowered
157. Enabled
158. Enacted
159. Encouraged
160. Ended

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161. Endorsed
162. Energized
163. Enforced
164. Engaged
165. Engineered
166. Enhanced
167. Enlarged
168. Enlisted
169. Ensured
170. Entertained
171. Established
172. Estimated
173. Evaluated
174. Examined
175. Exceeded
176. Executed
177. Expanded
178. Expedited
179. Experienced
180. Experimented
181. Explained
182. Explored
183. Expressed
184. Extended
185. Extracted
186. Fabricated
187. Facilitated
188. Familiarized
189. Fashioned
190. Filed
191. Filled
192. Finalized
193. Financed
194. Fine-tuned
195. Fixed
196. Focused
197. Forecast
198. Forecasted
199. Formed
200. Formulated
201. Fostered
202. Found
203. Founded

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- 204. Fulfilled
- 205. Functioned as
- 206. Furnished
- 207. Gained
- 208. Gathered
- 209. Generated
- 210. Graded
- 211. Graduated
- 212. Granted
- 213. Grew
- 214. Guided
- 215. Halved
- 216. Handled
- 217. Harmonized
- 218. Harnessed
- 219. Headed
- 220. Helped
- 221. Hired
- 222. Hypothesized
- 223. Identified
- 224. Illustrated
- 225. Imagined
- 226. Implemented
- 227. Impressed
- 228. Improved
- 229. Improvised
- 230. Incorporated
- 231. Increased
- 232. Indexed
- 233. Indoctrinated
- 234. Influenced
- 235. Informed
- 236. Initiated
- 237. Innovated
- 238. Inspected
- 239. Inspired
- 240. Installed
- 241. Instigated
- 242. Instituted
- 243. Instructed
- 244. Insured
- 245. Integrated
- 246. Interpreted

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- 247. Interviewed
- 248. Introduced
- 249. Invented
- 250. Inventoried
- 251. Invested
- 252. Investigated
- 253. Involved
- 254. Issued
- 255. Joined
- 256. Judged
- 257. Justified
- 258. Kept
- 259. Launched
- 260. Lead
- 261. Learned
- 262. Leased
- 263. Lectured
- 264. Led
- 265. Liaised
- 266. Licensed
- 267. Listed
- 268. Located
- 269. Logged
- 270. Machined
- 271. Made
- 272. Magnified
- 273. Maintained
- 274. Managed
- 275. Marketed
- 276. Mastered
- 277. Matched
- 278. Maximized
- 279. Measured
- 280. Mediated
- 281. Mentored
- 282. Merged
- 283. Met
- 284. Met with
- 285. Minimized
- 286. Mobilized
- 287. Moderated
- 288. Modernized
- 289. Modified

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- 290. Monitored
- 291. Motivated
- 292. Moved
- 293. Named
- 294. Navigated
- 295. Negated
- 296. Negotiated
- 297. Netted
- 298. Observed
- 299. Obtained
- 300. Opened
- 301. Operated
- 302. Optimized
- 303. Orchestrated
- 304. Ordered
- 305. Organized
- 306. Originated
- 307. Outlined
- 308. Overhauled
- 309. Oversaw
- 310. Participated
- 311. Perceived
- 312. Performed
- 313. Persuaded
- 314. Photographed
- 315. Piloted
- 316. Pinpointed
- 317. Pioneered
- 318. Placed
- 319. Played
- 320. Planned
- 321. Predicted
- 322. Prepared
- 323. Presented
- 324. Presided
- 325. Prevented
- 326. Printed
- 327. Prioritized
- 328. Processed
- 329. Procured
- 330. Produced
- 331. Programmed
- 332. Prohibited

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- 333. Projected
- 334. Promoted
- 335. Proofread
- 336. Proposed
- 337. Protected
- 338. Proved
- 339. Provided
- 340. Publicized
- 341. Published
- 342. Purchased
- 343. Pursued
- 344. Qualified
- 345. Queried
- 346. Questioned
- 347. Raised
- 348. Ran
- 349. Ranked
- 350. Rated
- 351. Reached
- 352. Realigned
- 353. Realized
- 354. Reasoned
- 355. Received
- 356. Recognized
- 357. Recommended
- 358. Reconciled
- 359. Recorded
- 360. Recruited
- 361. Redesigned
- 362. Reduced
- 363. Referred
- 364. Registered
- 365. Regulated
- 366. Rehabilitated
- 367. Reinforced
- 368. Related
- 369. Remodeled
- 370. Rendered
- 371. Reorganized
- 372. Repaired
- 373. Replaced
- 374. Replied
- 375. Reported

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- 376. Represented
- 377. Reputed
- 378. Researched
- 379. Resolved
- 380. Responded
- 381. Restored
- 382. Restructured
- 383. Retrieved
- 384. Revamped
- 385. Reversed
- 386. Reviewed
- 387. Revised
- 388. Revitalized
- 389. Routed
- 390. Saved
- 391. Scheduled
- 392. Screened
- 393. Searched
- 394. Secured
- 395. Selected
- 396. Separated
- 397. Served
- 398. Serviced
- 399. Set or set up
- 400. Shaped
- 401. Shared
- 402. Showed
- 403. Simplified
- 404. Simulated
- 405. Sketched
- 406. Slashed
- 407. Sold
- 408. Solidified
- 409. Solved
- 410. Sorted
- 411. Sought
- 412. Sparked
- 413. Spearheaded
- 414. Specialized
- 415. Specified
- 416. Spoke
- 417. Sponsored
- 418. Staffed

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- 419. Standardized
- 420. Started
- 421. Steered
- 422. Stimulated
- 423. Stored
- 424. Streamlined
- 425. Strengthened
- 426. Stressed
- 427. Stretched
- 428. Structured
- 429. Studied
- 430. Submitted
- 431. Substituted
- 432. Succeeded
- 433. Suggested
- 434. Summarized
- 435. Superseded
- 436. Supervised
- 437. Supplemented
- 438. Supplied
- 439. Supported
- 440. Surpassed
- 441. Surveyed
- 442. Synchronized
- 443. Synergized
- 444. Systematized
- 445. Tabulated
- 446. Tackled
- 447. Targeted
- 448. Taught
- 449. Terminated
- 450. Tested
- 451. Tightened
- 452. Took or took over
- 453. Totaled
- 454. Toured
- 455. Traced
- 456. Tracked
- 457. Traded
- 458. Trained
- 459. Transcribed
- 460. Transferred
- 461. Transformed

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- 462. Translated
- 463. Transmitted
- 464. Transported
- 465. Traveled
- 466. Treated
- 467. Triggered
- 468. Trimmed
- 469. Tripled
- 470. Triumphed
- 471. Troubleshoot
- 472. Turned
- 473. Tutored
- 474. Typed
- 475. Umpired
- 476. Uncovered
- 477. Understood
- 478. Understudied
- 479. Undertook
- 480. Underwent
- 481. Underwrote
- 482. Unearthed
- 483. Unified
- 484. United
- 485. Unraveled
- 486. Updated
- 487. Upgraded
- 488. Urged
- 489. Used
- 490. Utilized
- 491. Validated
- 492. Valued
- 493. Verbalized
- 494. Verified
- 495. Visited
- 496. Vitalized
- 497. Volunteered
- 498. Waged
- 499. Weighed
- 500. Widened
- 501. Won
- 502. Worked
- 503. Wrote

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35 Resume Filenames Recruiters Won't Respond To

As much as you might want to think otherwise, recruiters are people like you and me.

They get too much email to read it all, they have anti-spam filters in their inboxes and they misplace downloaded files too.

So if your emailed resume or CV has a filename that's unclear at best or incomprehensible at worst, recruiters aren't going to bother spending even 6 seconds on it, and if they do actually download the attachment, they're more likely to overlook it later.

Over the past 7 years, I've received hundreds of resumes from job seekers looking for feedback. Below are the worst resume filenames I've seen, with the personal names changed to protect the senders.

These are all real:

1) Whalen Smithers, Updated Resume, Nov 2008.doc

I should hope it's updated if you're sending it, but don't say that.

2) Resume Revised.doc

And I should hope it's been revised if you're sending it, but don't say that either. Do say whose resume it is though.

3) BritneyEng_Last3.doc

Always, always, send in your Last revision. Just keep in mind that whichever revision it was, 3rd or whatever, it is the Last one in the recruiter's eyes so there's no point in mentioning it.

Also, no need to tell the recruiter which language you used, just be sure it's one they understand.

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4) Pink_Panther_CV (3).docx

Because it's important to show how much work you put into this, right? 3 revisions is supposed to be a lot? Or maybe you're so good that you only needed 3 revisions to reach this level of perfect resume?

Ditch the number and you'll be ok.

5) JohnFK_CV.doc

There's no need to save space. You can use your whole name.

6) AVK_resume.pdf

There's no need to save space by going initials-only. You can use your whole name.

7) Gwen_Stacy.doc

And the recruiter is supposed to know this is a CV because... ?

8) Peter Parker_ENG_08.doc

And the recruiter is supposed to know this is a CV because... ?

Is it ENG for English or Engineering?

Besides, no matter what year it is, including the year is going to make it look dated.

9) CV Herschel Krustofsky Résumé 5769.pdf

Besides, no matter what year it is, including the year is going to make it look dated, but if you must do it, kudos on using the correct local, non-Gregorian calendar.

And don't think we didn't see what you did there, including both 'CV' and 'Résumé' to cover all the bases. Very clever, eh? But if you were wise enough to adapt to the local calendar, you should be wise enough to adapt to the local resume term and go with that alone.

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10) John CV 2010.doc

Maybe there are other Johns?

Maybe that's an expiry date?

11) Marge Simpson Jan 2009.doc

Dating it to the month is even worse than dating it to the year...

12) CVTonyStarkjanuary2009.doc

...and crunching it all together just makes it hard to read...

13) 112713 J. R. R. Tolkien CV – England.doc

...but dating it to the day is definitely the worst.

14) Bruce Wayne CV Nov. 2012.rtf

Beating a dead horse, you know by now that the date is wasted space, but you almost made up for it by using the under-appreciated RTF format.

15) Resume Download Australia3.doc

Technically it is a download, but why state the obvious?

Actually, if you read the whole thing quickly, it sounds like a competition ("It's the latest 'Resume Download Australia!'").

Don't specify a geographical place unless your job search is global, or at least, you want to give the impression that it is.

16) Lancelot_Resume_-_Marketing-Brand_Development.doc

It's not a bad idea to brand your expertise but give your full name and ditch all the _-_-.

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17) Lois Griffin – English summery.doc

Is it a resume or a summary? And if the latter, at least spell it correctly.

18) Curriculum Vitae.doc

Ah, but whose CV is it?

19) MY DATA.docx

Aside from the fact that a resume isn't only data – in fact, most people don't mention data at all, even when they should – this could be almost anything.

Don't make recruiters rename your files for you.

20) LEED-Resume.doc

Are those initials? An acronym?

Just use your full name and dispel all doubt. Please.

21) Sherlock_cv_new.doc

What is a 'new' cv? What happened to the old one? Because they're all new to a recruiter.

22) CV 21-07-11 Net '05.doc

Is this a code, or some kind of shorthand?

Was it rewritten on July 21st, 2011, after an initial writing in 2005?

Help us out here.

But if you think that's bad...

23) HC20GN3FH1.doc

I'm not even going to try and I don't think anyone else will either...

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On second thought, I will- maybe this is a chemist trying to show off the compounds they've worked with?

But wait, I'm not done yet-

24) bsmyn47.docx

All I can tell you is that those aren't the job seeker's initials. And the number? Your guess is as good as mine. Looks like an anti-virus report.

25) Lord_Voldemort_Resume.pdf

Ok, I admit that I'm nitpicking here: dashes are better than underscores from an SEO point of view, but that's all I got.

26) jimmydesignresume.doc

By adding the word 'design', a reader might think you have other types of resumes.

By cramming it all together, a reader might hope you have other types of resumes.

27) Data systems analyst resume.doc

Sounds like a resume template for data analysts... or someone who used a resume template for data analysts but was too lazy to rename it.

28) homer jay simpson CV one page springfield March 14 2006.doc

With that much information in the title, there's seems to be no reason to actually go ahead and read the darn thing.

29) Donovan Resume el.doc

State your full name, and get rid of anything that looks like random letters.

30) Stewie G english revised august 2011 resume.doc

State your full name, and get rid of anything that is grammatically incorrect.

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31) Updated Marketing Resume of David Brent.doc

Phew! Glad you bothered to update it for us.

Get rid of that and you'll be fine.

32) BILBO BAGGINS-Underhill.doc

Maybe you'll get lucky and the recruiter will download this directly into a Resumes folder...

The Underhill name/word wasn't included anywhere in the actual resume, and the fact that it wasn't also CAPITALIZED makes me wonder if it's supposed to be a name at all. Just serves to confuse.

33) 07.14.CarterPewterschmidt.ProfesionalSalesResume.docx

Where to begin?

Too long, there's a typo, hard to read, dated... just a great example of what not to do.

34) CV James Dean_2014_2 pages.pdf

So if I think resumes should only be one page long, I know right away not to read yours. Thanks for saving me the time.

35) p mason lawyer arbitrator cv.doc

No one wants to hire anyone who can't make the minimal effort to look professional by Capitalizing Titles.

Bonus

36) FKafka_resume_WHERE THE DEAD HOLD SWAY.doc

WTF?

Interesting choice of attention-getter, but it's usually not good when the reader is thinking "I have to see this!" Or worse, going around telling colleagues online and off, "you've got to see this!"

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