



CV & RESUME ACTION VERBS

Management Skills

Administered
Analyzed
Appointed
Assigned
Attained
Authorized
Chaired
Contracted
Consolidated
Coordinated
Developed
Directed
Evaluated
Executed
Improved
Increased
Organized
Oversaw
Planned
Prioritized
Produced
Recommended
Reviewed
Streamlined
Strengthened
Supervised

Clerical or Detail Skills

Approved
Arranged
Catalogued
Classified
Collected
Compiled
Dispatched
Executed
Generated
Implemented
Inspected
Monitored
Operated
Organized
Prepared
Processed
Purchased
Recorded
Retrieved
Screened
Specified
Standardized
Systematized
Updated
Verified

Communication Skills

Addressed
Arbitrated
Authored
Contacted
Developed
Directed
Drafted
Edited
Formulated
Influenced
Interpreted
Lectured
Mediated
Moderated
Motivated
Negotiated
Persuaded
Promoted
Publicized
Reconciled
Recruited
Spoke
Translated
Wrote

Technical Skills

Adapted
Assembled
Built
Calculated
Computed
Converted
Conserved
Designed
Developed
Devised
Engineered
Fabricated
Maintained
Operated
Overhauled
Programmed
Remodeled
Repaired
Replaced
Solved
Specialized
Trained
Upgraded

Teaching Skills

Adapted
Assembled
Advised
Clarified
Coached
Communicated
Coordinated
Developed
Enabled
Encouraged
Evaluated
Explained
Facilitated
Guided
Informed
Initiated
Instructed
Motivated
Persuaded
Set goals
Stimulated
Trained

Financial Skills

Administered
Allocated
Analyzed
Appraised
Audited
Balanced
Budgeted
Calculated
Computed
Developed
Forecasted
Managed
Marketed
Planned
Projected
Researched

Creative Skills

Acted
Conceptualized
Created
Designed
Developed
Directed
Established
Fashioned
Founded
Illustrated
Instituted
Integrated
Introduced
Invented
Modeled
Originated
Performed
Planned
Revitalized

Research Skills

Clarified
Collected
Critiqued
Diagnosed
Evaluated
Examined
Extracted
Identified
Inspected
Interpreted
Interviewed
Investigated
Organized
Reviewed
Summarized
Surveyed
Systematized

Helping Skills

Assessed
Assisted
Clarified
Coached
Counseled
Demonstrated
Diagnosed
Educated
Encouraged
Expedited
Facilitated
Familiarized
Guided
Referred
Rehabilitated
Represented
Simplified
Supported
Volunteered

Adapted from Boston College:

<http://www.bc.edu/offices/careers/skills/resumes/verbs.html>



Pharmacy Keywords

A	Drug evaluation	Interventions	Patient care	R
Accreditation	Drug information	Intravenous therapy	Patient counseling	Records management
Administration	Drug interactions	Inventory control	Patient information	Reengineering
Adverse drug reaction	Drug metabolism	Investigational drug	Peer review	Research and development
Alternative medicine	Drug therapy monitoring	J	Performance appraisal	Reimbursement
Ambulatory care	Drug usage evaluation	JCAHO	Pharmaceutical care	Resource management
Aseptic technique		Just-in-time-inventory	Pharmaceutics	Regulatory affairs
B	E	L	Pharmacodynamics	Retail sales
Benchmarking	Economics	Labeling	Pharmacoeconomics	Risk management
Biotechnology	Educational programming	Leadership development	Pharmacogenetics	
Budget allocation	Equipment	Leadership training	Pharmacogenomics	S
C	Errors	Legislation	Pharmacognosy	Scheduling
Case management	Ethics	Long-term care	Pharmacokinetics	Service delivery
Certification			Pharmacology	Specialty
Change management	F	M	Pharmacopeial standards	Speaker's bureau
Clinical decision making	Financial management	Mail order services	Pharmacotherapy	Staffing
Clinical research	Formulary	Managed care	Pharmacy practice	Standards
Clinical services	Formulation	Manufacturing	Poison control	Strategic planning
Clinical studies	Fundraising	Marketing	Policy and procedures	Sterile products
Community outreach	G	Market research	Policy development	Substance abuse
Community practice	Geriatrics	Materials management	Practice management	
Compounding	Grant administration	Media relations	Prescribing	T
Computer systems	Guidelines	Medication errors	Prescription benefit management	Team leadership
Continuity of care	H	Medication use evaluation	Prescriptions	Technical support
Continuous quality improvement	Health maintenance organization	Meeting planning	Pricing	Therapeutic efficacy
Contract administration	Health-care system	N	Primary care	Therapeutic equivalency
Contract negotiation	Health promotion	Needs assessment	Procurement	Therapeutic substitution
Controlled substances	Hospice care	Non-profit	Product development	Third-party payer
Curriculum development	I	Nuclear pharmacy	Product selection	
Customer satisfaction	Immunization	Nursing home	Professional competence	U
Customer service	Immunology	Nutrition	Project management	Unit does
D	Improving health outcomes	Nutrition support	Project planning	Utilization review
Data collection	Incompatibilities	O	Protocols	
Data management program	Industry relations	Office management	Psychiatric pharmacy	V
Dispensing devices	Infectious diseases	Operating budget	Public affairs	Vaccines
Distribution	Information systems	Order processing	Public health	Vendor relations
Documentation	Injections	Outcomes research	Public policy development	Volunteer recruitment
Drug administration	Inpatient care	Over-the-counter-drugs		Volunteer training
Drug distribution	Instructional media	P	Q	
Drug distribution system	Internal medicine	Pain management	Quality assurance	W
			Quality control	Wellness program
			Quality improvement	
			Quality of care	
			Quality of life	

Adapted from The Pharmacy Professional's Guide to Resumes, CVs, & Interviewing