

Strive to Thrive

Career Tips For Ted Rogers School Students

These reports leverage the expertise of BCH Staff to share best practices with students and alumni.

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Embed 'Power Words' Into Your Resume

The use of 'power words' in your resume and cover letter are a great way to demonstrate your strengths and highlight why you are right for the job.

Utilizing the right action verb, and/or industry buzz words is a perfect way to capture the Hiring Managers attention as the average initial screening time for a resume is just 7.4 seconds!

Action Verb

An action verb demonstrates skills you have used in a previous job and/or your accomplishments.

Company Values

In order to showcase that you are a strong fit for the company, read the 'About Us' section of their web-site. Identify values that are important to them and connect those to your application.

Popular Job Keywords

Many companies use an ATS (Applicant Tracking System) which will eliminate resumes that are missing keywords and required skills as indicated in the job description.

Industry Keywords

Each industry has a set of skills and associated keywords that are critical to success. Understanding and highlighting these skills in your resume important.

400 Action Verbs To Improve Your Resume

Always use action verbs when writing your accomplishment statements. Below is a list of action verbs you can work with.

Accounting & Financial Skills

Adjusted	Conserved	Planned
Administered	Corrected	Prepared
Allocated	Corrected	Programmed
Analyzed	Determined	Projected
Appraised	Developed	Qualified
Assessed	Estimated	Reconciled
Audited	Forecasted	Reduced
Balanced	Managed	Researched
Budgeted	Marketed	Retrieved
Calculated	Measured	
Computed	Netted	

Computer & Technical Skills

Accurately	Extrapolated	Optimized
Assessed	Implemented	Prepared
Aptitude	Installed	Quantified
Built	Inspected	Queried
Created	Interfaced	Reviewed
Computed	Investigated	Solved
Designed	Lead	Support
Developed	Managed	Reviewed
Diagnosed	Measured	Solved
Documented	Mined	Supported
Evaluated	Modeled	Synthesized
Expertise	Networked	Tested

Analytical & Problem-Solving Skills

Addressed	Debated	Moderated
Advertised	Developed	Negotiated
Arbitrated	Discussed	Observed
Arranged	Edited	Participated
Articulated	Explained	Recruited
Authored	Expressed	Referred
Clarified	Formulated	Reinforced
Collaborated	Incorporated	Reported
Communicated	Influenced	Responded
Composed	Interacted	Specified
Condensed	Interviewed	Suggested
Consulted	Involved	Wrote
Conveyed	Joined	
Corresponded	Marked	

Communication, Customer Service, Marketing & People Skills

Advertised	Debated	Marked
Arbitrated	Developed	Moderated
Arranged	Discussed	Negotiated
Articulated	Edited	Observed
Authored	Explained	Participated
Clarified	Expressed	Recruited
Collaborated	Formulated	Referred
Communicated	Incorporated	Reinforced
Composed	Influenced	Reported
Condensed	Interacted	Responded
Consulted	Interviewed	Specified
Conveyed	Involved	Suggested
Corresponded	Joined	Wrote

Management & Leadership Skills

Administered	Contracted	Furthered
Advocated	Contributed	Generated
Aided	Controlled	Guided
Analyzed	Cooperated	Headed
Answered	Delegated	Incorporated
Appointed	Demonstrated	Increased
Approved	Diagnosed	Initiated
Arranged	Ensured	Insured
Assessed	Established	Intervened
Assigned	Evaluated	Led
Coached	Expedited	Managed
Collaborated	Facilitated	Merged
Consolidated	Familiarized	Motivated

Organizational Skills

Approved	Incorporated	Responded
Arranged	Inspected	Retrieved
Categorized	Maintained	Reviewed
Charted	Monitored	Routed
Classified	Obtained	Scheduled
Coded	Operated	Screened
Collected	Ordered	Specified
Compiled	Organized	Standardized
Corrected	Prepared	Submitted
Corresponded	Processes	Supplied
Distributed	Provided	Systematized
Executed	Purchased	Tabulated
Filed	Recorded	Updated
Generated	Registered	Validated
Implemented	Reserved	Verified

Project Management, Design & Planning Skills

Accelerated	Composed	Delegated	Formed	Initiated	Launched	Prioritized
Administered	Conceived	Designed	Generated	Innovated	Located	Produced
Allocated	Conceptualized	Developed	Handled	Instituted	Matched	Reported
Approved	Conducted	Devised	Illustrated	Introduced	Originated	Reviewed
Arranged	Created	Engineered	Imagined	Launched	Planned	Revitalized
Assembled	Cultivated	Established	Implemented	Located	Prepared	Simplified

Creative Skills

Acted	Established	Modified
Adapted	Fashioned	Originated
Began	Formulated	Performed
Combined	Founded	Photographed
Composed	Illustrated	Planned
Conceptualized	Initiated	Revised
Created	Instituted	Revitalized
Customized	Integrated	Shaped
Designed	Introduced	Solved
Developed	Invented	
Displayed	Modeled	

Research Skills

Analyzed	Discovered	Interviewed
Ascertained	Evaluated	Invented
Clarified	Examined	Investigated
Collected	Experimented	Inventoried
Compared	Explored	Located
Conducted	Extracted	Measured
Critiqued	Formulated	Monitored
Detailed	Gathered	Organized
Detected	Identified	Quoted
Determined	Inspected	Researched
Diagnosed	Interpreted	

Teamwork Skills

Advocated	Counseled	Influenced
Aided	Demonstrated	Insured
Arranged	Diagnosed	Intervened
Assessed	Educated	Interviewed
Assisted	Encouraged	Led
Clarified	Ensured	Mediated
Coached	Evaluated	Motivated
Collaborated	Expedited	Negotiated
Consulted	Facilitated	Participated
Contracted	Familiarized	Persuaded
Contributed	Guided	Provided
Cooperated	Helped	Reasoned

Work Ethic

Activated	Established	Performed
Attained	Expanded	Piloted
Conducted	Generated	Pioneered
Delivered	Implemented	Produced
Demonstrated	Improved	Proposed
Designed	Increased	Raised
Devised	Initiated	Rehabilitated
Dispensed	Innovated	Repaired
Distributed	Instituted	Researched
Drafted	Obtained	Retrieved
Effectuated	Operated	Reviewed
Eliminated	Ordered	Served

Visit the Business Career Hub

Employer Events

The BCH hosts several employer events to prepare you for your professional career. Refer to your weekly 'BCH Careers Newsletter' for a list of upcoming [events](#).

Bootcamps/Prep Programs

Advance your technical and soft skills, earn digital badges, and gain an advantage in today's workforce through bootcamps. [Click here to register for current bootcamps.](#)

Coaching & Mock Interview

For career coaching, interview prep and more, [schedule a 1:1 appointment](#) with a Career Consultant or a Co-op Coordinator.



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Alethia is a Career Consultant and UWindsor Alumni with 6+ years of experience in the career services industry. She is the founder of SMILE (non-profit). She is passionate about encouraging students to live fruitful lives and aspire to greatness!