

## Key Words—For Objective Statement and All Résumé Sections

|                                      |                                  |                               |
|--------------------------------------|----------------------------------|-------------------------------|
| alloys                               | estimation theory                | photonics                     |
| applied mathematics                  | fission                          | plasma physics                |
| applied solid mechanics              | fluid mechanics                  | polymer processing            |
| automation                           | geomechanics                     | powertrain systems            |
| bioinformatics                       | geometric modeling               | process control and design    |
| biomaterials                         | GIS                              | product design                |
| bioMEMS                              | health care/medical informatics  | radiation science             |
| biosignals                           | HVAC                             | radiation transport           |
| CAD/CAM                              | IC engines                       | radiobiological               |
| catalysis                            | information systems              | rehabilitation equipment      |
| composites                           | interfacial science              | rheology                      |
| computational mechanics              | kinematics                       | robotics and computer imaging |
| computer-integrated<br>manufacturing | LIS                              | sensor physics                |
| cryogenics                           | machine design                   | solar energy                  |
| design automation                    | mechatronics                     | solid modeling                |
| diagnostic spectroscopy              | medical imaging                  | superconductors               |
| direct numerical simulations         | microanalysis                    | thermal hydraulics            |
| emissions management                 | motion control physical modeling | tissue engineering            |
| ergonomics                           | nanomechanics                    | water resources               |
|                                      | nuclear power                    |                               |

## Action Verbs<sup>1</sup>

Use consistent verb tense (generally past tense). Start phrases with descriptive action verbs. Supply quantitative data whenever possible. Adapt terminology to include key words. Incorporate action verbs with keywords and current “hot” topics, programs, tools, testing terms, and instrumentation to develop concise, yet highly descriptive phrases. Remember that résumés are scanned for such words, so do everything possible to incorporate important phraseology and current keywords into your résumé.

|                |              |              |                |              |
|----------------|--------------|--------------|----------------|--------------|
| achieved       | delivered    | founded      | motivated      | resolved     |
| adapted        | detailed     | gathered     | navigated      | responded    |
| analyzed       | detected     | generated    | operated       | restored     |
| arbitrated     | determined   | guided       | perceived      | retrieved    |
| ascertained    | devised      | hypothesized | persuaded      | reviewed     |
| assessed       | diagnosed    | identified   | piloted        | risked       |
| attained       | discovered   | illustrated  | predicted      | scheduled    |
| audited        | displayed    | implemented  | problem-solved | selected     |
| built          | dissected    | improvised   | proofread      | served       |
| collected      | distributed  | influenced   | projected      | shaped       |
| conceptualized | diverted     | initiated    | promoted       | summarized   |
| compiled       | eliminated   | innovated    | publicized     | supplied     |
| computed       | enforced     | inspired     | purchased      | surveyed     |
| conducted      | established  | installed    | reasoned       | synthesized  |
| conserved      | evaluated    | integrated   | recommended    | taught       |
| consolidated   | examined     | investigated | referred       | tested       |
| constructed    | expanded     | maintained   | rehabilitated  | transcribed  |
| consulted      | experimented | mediated     | rendered       | trouble-shot |
| controlled     | expressed    | mentored     | reported       | tutored      |
| counseled      | extracted    | modeled      | represented    | unified      |
| created        | formulated   | monitored    | researched     | wrote        |