



Magic Words

"Magic Words" are usually powerful, active verbs that may earn points in the federal résumé process. Many agencies scan for key words. You should start your sentences with key words, and try not to repeat any word. Here is a list of typical key words:

- Accomplished
- Achieved
- Acquired
- Adapted
- Addressed
- Adjusted
- Administered
- Advised
- Allocated
- Analyzed
- Answered
- Appeared
- Applied
- Appraised
- Approved
- Arranged
- Assessed
- Assigned
- Assisted
- Assumed
- Assured
- Audited
- Authored
- Awarded
- Bought
- Briefed
- Brought
- Budgeted
- Calculated
- Cataloged
- Caused
- Changed
- Chaired
- Classified
- Closed
- Coached
- Collected
- Combined
- Commended
- Commented
- Communicated
- Compared
- Compiled
- Completed
- Computed
- Conceived
- Concluded
- Conducted
- Conceptualized
- Considered
- Constructed
- Consulted
- Contacted
- Continued
- Contracted
- Controlled
- Converted
- Coordinated
- Corrected
- Counseled
- Counted
- Created
- Credited
- Critiqued
- Cut
- Dealt
- Decided
- Defined
- Delegated
- Delivered
- Demonstrated
- Described
- Designed
- Determined
- Developed
- Devised
- Diagnosed
- Directed
- Distributed
- Documented
- Drafted
- Earned
- Edited
- Eliminated
- Endorsed
- Engineered
- Enlarged
- Enlisted
- Ensured
- Entered
- Established
- Estimated
- Evaluated
- Examined
- Expanded
- Expedited
- Experimented
- Explained
- Explored
- Expressed
- Extended
- Facilitated
- Filled
- Financed
- Focused
- Forecast
- Formulated
- Found
- Granted
- Guided
- Helped



Magic Words, Page 2

- Honored
- Identified
- Implemented
- Improved
- Incorporated
- Indexed
- Initiated
- Influenced
- Inspected
- Installed
- Instructed
- Insured
- Interpreted
- Interviewed
- Introduced
- Investigated
- Involved
- Issued
- Joined
- Kept
- Launched
- Learned
- Lectured
- Led
- Licensed
- Listed
- Logged
- Maintained
- Managed
- Mastered
- Matched
- Measured
- Mediated
- Mentored
- Met
- Modified
- Monitored
- Motivated
- Moved
- Named
- Negotiated
- Observed
- Opened
- Operated
- Ordered
- Originated
- Organized
- Oversaw
- Participated
- Perceived
- Performed
- Persuaded
- Pinpointed
- Planned
- Prepared
- Presented
- Processed
- Procured
- Produced
- Programmed
- Projected
- Promoted
- Proposed
- Proved
- Provided
- Published
- Purchased
- Pursued
- Qualified
- Raised
- Ranked
- Rated
- Received
- Recommended
- Reconciled
- Recruited
- Reduced
- Reengineered
- Reinforced
- Regulated
- Related
- Reorganized
- Replaced
- Replied
- Reported
- Represented
- Researched
- Responded
- Revamped
- Reviewed
- Revised
- Saved
- Scheduled
- Selected
- Served
- Serviced
- Set
- Simplified
- Skilled
- Solved
- Sorted
- Sought
- Specified
- Spoke
- Sponsored
- Started
- Streamlined
- Structured
- Studied
- Strengthened
- Submitted
- Substituted
- Suggested
- Summarized
- Supervised
- Supported
- Surpassed
- Surveyed
- Tackled
- Targeted



Magic Words, Page 3

- More action verbs
 - Taught
 - Tested
 - Trained
 - Translated
 - Transported
 - Traveled
 - Treated
 - Turned
 - Updated
 - Used
 - Visited
 - Won
 - Worked
 - Wrote
- Results-oriented words
 - Accelerated
 - Increased
 - Effected
 - Enhanced
 - Generated
 - Quicker
 - Decreased
 - Expanded
 - Additional
 - Improved
 - Enlarged
 - Reduced
 - Faster
 - Growth
- Description words
 - Implementation
 - Profitable
 - Proficient
 - Responsible
 - Collaborative
 - Accurate
 - Adept
 - Competent
 - Statistical
 - Potential
 - Scientific
 - Leading
 - Pioneering
 - Successful
 - Accurate
 - Legal
 - Numerous
- Description words, continued
 - Repeatedly
 - Largest
 - Potential
 - Federal
 - Fiscal
 - Analytical
 - Resourceful
 - Long-range
 - Yearly
 - Monthly
 - Weekly
 - Daily
 - Congressional
 - Definitive
 - Functional
 - National
 - Diverse
 - Annual
 - Professional
 - Quantitative
 - Qualitative
 - International
 - Executive
 - Superior
 - Media
 - Local
 - Objectivity
 - Financial
 - Technological
 - Sensitive
 - Budgetary
 - Technical
 - Strategic
- Specific nouns
 - Products
 - Courses
 - Goals
 - Plans
 - Policies
 - Performance
 - Literature
 - Records
 - Publications
 - Customers
 - Clients
 - Projects
 - Reports
- Specific nouns, continued
 - Campaigns
 - Criteria
 - Findings
 - Accounts
 - Colleagues
 - Members
 - Surveys
 - Needs
 - Study
 - Conference
 - Guidance
 - Litigation
 - Procedures
 - Morale
 - Documents
 - Facilities
 - Requirements
 - Specifications
 - Budget
 - Program
 - Team
 - Committee
 - Public Relations
 - Relationships
 - Forum
 - Income
 - Software
 - Staff
 - Maneuvers
 - Outputs
 - Standards
 - Prototypes
 - Institutions
 - Analysis
- Buzz words
 - Listening
 - Communicating
 - Problem-solving
 - Leadership
 - Teamwork
 - Goal setting
 - Achieving
 - Self-motivating
 - Confidence
 - Organizing
 - Planning
 - Negotiating
 - Independent