

## Using Action Words in Résumés -- Suggested revisions

1. Possess exceptional written communication skills honed in writing fundraising letters for a local charity.
2. Collaborate to complete group projects with efficiency and collegiality.
3. Taught new employees to use Intuit Online Payroll; provided ongoing support to them
4. Input hundreds of data entry items daily with precision using Data Entry App.
5. Provided unsurpassed customer service by acting on complaints with a positive attitude.
6. Proficient in Adobe CS; create customer newsletter using InDesign and Photoshop.
7. Participated in weekly status meetings to assess project progress.
8. Counted \$10,000 cash nightly and prepared bank deposit slips.
9. Awarded Best Salesperson of the Month for outstanding customer service and surpassing goals.
10. Prepared weekly sales statistics reports using Excel.