



Energizing Your IT Resume by Over 100 Action Words

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Many IT professionals don't have perfect writing skills on professional level. It's just fine if you don't. That doesn't mean you have to depend on professional resume writers to craft your resume. No matter what level of writing skills you are, by following certain rules, you can craft high impact IT resumes to optimize your marketability.

One of the important rules is to use action words. Action words empower your resume by increasing your creditability. When you describe your skills and experience as a past action, it sounds more like a true story, -- something really happened, thus your self-claimed experience gets transformed into proven experience, that makes your qualification more creditable and trustable. Resumes packed with tons of actions words always deliver high persuading power.

To make your IT resume action-oriented, write to describe your knowledge, skills, and experience by starting with a strong action word. Especially when explaining your previous works and experience, you should make everything you did a past action, which tells everyone, you did it. For instance, instead of saying "my responsibilities include database design and application development", present it as:

- Designed logical and physical database on IBM DB2 Universal Database Server for enterprise-wide data management.
- Developed a web-based application for over 1000 users to report contract funding status in 10 western states.

Here you can see, the key to make your statement a high impact is to:

1. Use strong action words -- designed, developed.
2. Make it specific -- logical/physical, IBM DB2, web-based, contract funding status, etc.
3. Empathize scope, make it sound like an important task -- enterprise-wide, over 1000 users, 10 states.

Also, always use a bullet for one sentence. The sentence should be as short as possible and packed with all important information specific to the action. That gives you best chance to draw recruiters' attention.

The following action verbs are specifically selected for empowering IT resumes. Each word comes with an example sentence to describe an IT related activity. Study these verbs carefully and pick up the best for your resume.

1. **achieved** better database performance by tuning memory area.
2. **adapted** Rational Unified Process (RUP) for software development project.
3. **adjusted** data retrieval query for optimized performance in data analysis and reporting.
4. **administered** multiple instances of Oracle Server Enterprise Edition on Windows NT platform.
5. **analyzed** business rules and user requirements.
6. **assembled** mold detection devices on PCs.
7. **assessed** wireless network implementation impacts.
8. **audited** enterprise-wide network systems security policy and implementation.
9. **budgeted** corporate financial management system integration project.
10. **coded** C++ programs for image processing.
11. **collected** user requirements and analyzed business processing logic.
12. **computed** total expenditure for performance budget forecasting.
13. **conducted** SQL Server database performance tuning.
14. **configured** MAXIMO Asset Management System on Windows 2000 Server.
15. **consolidated** data center server, storages, and network infrastructures to reduce operation costs.
16. **converted** historical data in ASCII test files to XML format.
17. **created** FTP-based file transfer utility on UNIX platform.
18. **cut** IT cost by 10%.
19. **defined** project scope and system use case.
20. **delivered** high-quality software and services on schedule.
21. **designed** a web-based inventory tracking software application.
22. **detected** network performance bottlenecks.
23. **developed** a Java SWING desktop application.
24. **diagnosed** agency-wide WAN network performance issues.
25. **differentiated** data presentation from business processing logic.
26. **distributed** a .NET Mobile application to over 200 Palm handheld users.
27. **documented** user requirements and business logic.
28. **eliminated** software defect in production by QA enhancement.
29. **enforced** industry standard methodology in software development projects.
30. **enhanced** user authentication and security module for the existing application.
31. **established** enterprise-wide software development and deployment framework.
32. **expanded** VPN network to more users in remote locations.
33. **extracted** online store transaction data from Oracle data warehouse.

34. **fixed** bugs in existing software.
35. **formulated** expenditure calculation in contract management system.
36. **identified** memory leak and connection pooling problems in current C++ application.
37. **implemented** Struts Framework in web-based application on JBoss.
38. **increased** customer satisfaction by improved user interface.
39. **initiated** software development quality control and assurance.
40. **integrated** inventory management process into PeopleSoft system.
41. **interacted** with customers to define functional requirements.
42. **introduced** MVC architecture into web application projects.
43. **installed** Maximo Asset Management System with WebLogic and SQL Server.
44. **invented** automatic dust control system for coal preparation plants.
45. **investigated** network security failure and operating system configuration defects.
46. **led** SAP ERP implementation projects.
47. **made** data standardization and classification policy.
48. **maintained** Oracle data warehousing database for business banking data.
49. **managed** multiple IT projects concurrently.
50. **minimized** the risk of data lose by implementing stand-by database replication.
51. **modeled** e-commerce transaction data.
52. **modified** user interface.
53. **monitored** LAN network performance.
54. **negotiated** new contract for current project extension.
55. **operated** mainframe database server machines in corporate data center.
56. **obtained** hands-on skills in Cisco network equipment installation.
57. **optimized** SQL query plan for faster data transaction.
58. **oversaw** project planning and management.
59. **performed** Oracle database backup and recovery tasks.
60. **piloted** a prototype project for migrating a PowerBuilder application to J2EE platform.
61. **planned** IT department projects and budgeting.
62. **prepared** agency-wide LAN network wiring and configuration.
63. **processed** historical accounting data.
64. **programmed** ETL scripts to covert SSA data into data warehousing database.
65. **provided** consulting solutions and technical support.
66. **proposed** agency-wide financial system integration.
67. **published** white papers on web services implementation topics.
68. **recommended** backup & recovery procedures to improve user data availability.

69. **redesigned** application's interface to improve end user experience.
70. **reduced** network installation costs.
71. **reengineered** enterprise-wide human resource management process.
72. **repaired** Cisco switches and routers.
73. **researched** data sorting algorithm for complicated data structures.
74. **resolved** user authentication conflicts in the current system.
75. **restored** Oracle instance from backup files.
76. **restructured** the business tier for a J2EE web application.
77. **reviewed** functional and technical documentations.
78. **revised** functional specifications and technical specifications.
79. **served** the State of California as an IT professional for 8 years.
80. **serviced** clients on-site for database administration and performance tuning.
81. **simplified** software license tracking process in IT department.
82. **solved** SSL and client certificate authorization problems in web applications running on Tomcat.
83. **specified** functional requirements and technical standards.
84. **standardized** data classification procedures.
85. **started** business process reengineering project as the team leader.
86. **strengthened** enterprise wide network security policy.
87. **studied** grid computing impacts on database engine performance.
88. **summarized** system requirements and specifications for new software development projects.
89. **supervised** the QA team in software testing.
90. **tested** the system's functionalities and performance.
91. **transformed** ETL tasks from script-based process to Informatica implementation.
92. **trained** the Java development team to develop web applications using Struts framework.
93. **traveled** worldwide to provide on-site data management services for international clients.
94. **troubleshoot** LAN network and remote VPN connection problems.
95. **updated** company's operating system from Windows NT to Windows XP Server.
96. **upgraded** database server from Oracle 9i to Oracle 10g.
97. **used** Visual Basic to develop a client/server application.
98. **utilized** PDFLib library to generate PDF reports in Java applications.
99. **verified** system design and architecture assumptions in IV&V projects.
100. **wired** LAN network and installed switches and routers.
101. **won** several new contracts for GIS projects from State of New York.
102. **wrote** proposals in response to customer's RFP.