



# Action Verbs & Fonts

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## Stand Out with Action Verbs

When applying for jobs, standing out from the crowd is necessary. Therefore, adding action verbs to your résumé is ideal. Take a look at the duties/responsibilities you have listed and consider how starting with an action verb can give a strong statement about your abilities. Some examples of career-specific action verbs (*and how to use them on your résumé*) include:

**Accelerated:** *Accelerated the expansion of the TTC internship program.*

**Collaborated:** *Collaborated with TTC Foundation "Giving Day"; raised almost \$24,000 for critical student needs.*

**Managed:** *Managed a departmental initiative that resulted in a 10% increase in student enrollment.*

**Implemented:** *Implemented customer service-101 training and best practices for student success.*

**Designed:** *Designed visitor friendly webpage for the company's new mobile application.*

## Additional Action Verbs

### Teaching

- Coached
- Developed
- Guided
- Instructed

### Financial

- Allocated
- Audited
- Balanced
- Budgeted

### Management

- Assigned
- Coordinated
- Evaluated
- Executed

### Creative

- Designed
- Originated
- Revitalized
- Shaped

### Helping

- Assisted
- Aided
- Counseled
- Demonstrated

### Communication

- Corresponded
- Negotiated
- Persuaded
- Recruited

### Technical

- Assembled
- Operated
- Repaired
- Solved

### Researched

- Examined
- Extracted
- Identified
- Summarized

## *Fonts for Résumés*

The top factors to consider when selecting your résumé font are professionalism, spacing, and readability. Many companies use ATS (applicant tracking system) to streamline the recruiting process. You wouldn't want any issues if the system doesn't recognize your font. [Check out a few of our choices.](#)

Arial  
Arial Narrow  
Calibri  
Candara  
Century Gothic  
Corbel  
Dotum  
Ebrima  
Eras Medium ITC  
Estrangelo Edessa

Euphemia  
Franklin Gothic Book  
Georgia  
Gill Sans MT  
Gisha  
Helvetica  
Kalinga  
Khmer UI  
Lao UI  
Leelawadee

Mangal  
Segoe UI  
Shruti  
Tahoma  
Times New Roman  
Trebuchet MS  
Verdana

Be mindful of your font size. If it's too small, hiring managers will have to squint to read it. If it's too large, it will look bulky and may cause your document to be longer than it needs to be. Using the right font will boost your chances of getting your résumé the time and attention it deserves.

Résumé assistance is free of charge and available year-round for current students and alumni. To schedule your appointment with a Career Specialist, please use NAVIGATE. If you have any questions or concerns, call 843-574-6119 or email [stuemploy@tridenttech.edu](mailto:stuemploy@tridenttech.edu)