

POWER WORDS

Using more active assertive words in your resume makes you sound more effective and your resume is more likely to be read.

If You Led a Project

If you were in charge of a project or initiative from start to finish, skip “led” and instead try:

Chaired	Controlled
Coordinated	Executed
Headed	Operated
Orchestrated	Organized
Oversaw	Planned
Produced	Programmed

You Envisioned and Brought to Life a Project

And if you developed, created, or introduced that project into your company? Try:

Administered	Built
Charted	Created
Designed	Developed
Devised	Founded
Engineered	Established
Formalized	Formed
Formulated	Implemented
Incorporated	Initiated
Instituted	Introduced
Launched	Pioneered
Spearheaded	

You Saved the Company Time or Money

Hiring managers love candidates who’ve helped a team operate more efficiently or cost-effectively. To show just how much you saved, try:

Conserved	Consolidated
Decreased	Deducted
Diagnosed	Lessened



Reconciled

Reduced

Yielded

You Increased Efficiency, Sales, Revenue, or Customer Satisfaction

If you can show that your work boosted the company's numbers in some way, you're bound to impress. In these cases, consider:

Accelerated

Achieved

Advanced

Amplified

Boosted

Capitalized

Delivered

Enhanced

Expanded

Expedited

Furthered

Gained

Generated

Improved

Lifted

Maximized

Outpaced

Stimulated

Sustained

You Changed or Improved Something

So, you brought your department's invoicing system out of the Stone Age and into the cloud. Talk about the amazing changes you made at your office with these words:

Centralized

Clarified

Converted

Customized

Influenced

Integrated

Merged

Modified

Overhauled

Redesigned

Refined

Refocused

Rehabilitated

Remodeled

Reorganized

Replaced

Restructured

Revamped

Revitalized

Simplified

Standardized

Streamlined

Strengthened

Updated

Upgraded

Transformed

You Managed a Team



Instead of reciting your management duties, like “Led a team...” or “Managed employees...” show what an inspirational leader you were, with terms like:

- | | |
|------------|-------------|
| Aligned | Cultivated |
| Directed | |
| Enabled | Facilitated |
| Fostered | Guided |
| Hired | Inspired |
| Mentored | Mobilized |
| Motivated | Recruited |
| Regulated | Shaped |
| Supervised | Taught |
| Trained | Unified |
| United | |

You Brought in Partners, Funding, or Resources

Were you “responsible for” a great new partner, sponsor, or source of funding? Try:

- | | |
|-----------|------------|
| Acquired | Forged |
| Navigated | Negotiated |
| Partnered | Secured |

You Supported Customers

Because manning the phones or answering questions really means you’re advising customers and meeting their needs, use:

- | | |
|------------|-----------|
| Advised | Advocated |
| Arbitrated | Coached |
| Consulted | Educated |
| Fielded | Informed |
| Resolved | |

You Did Research:

Did your job include research, analysis, or fact-finding? Use these words:

- | | |
|------------|------------|
| Analyzed | Assembled |
| Assessed | Audited |
| Calculated | Discovered |



Evaluated
Explored
Identified
Investigated
Measured
Quantified
Tested

Examined
Forecasted
Interpreted
Mapped
Qualified
Surveyed
Tracked

You Wrote or Communicated

Was writing, speaking, lobbying, or otherwise communicating part of your job? You can be more compelling with words like:

Authored
Campaigned
Composed
Convinced
Counseled
Defined
Edited
Lobbied
Promoted
Reviewed

Briefed
Co-authored
Conveyed
Corresponded
Critiqued
Documented
Illustrated
Persuaded
Publicized

You Oversaw or Regulated

Whether you enforced protocol or managed your department's requests, describe what you really did with these words:

Authorized
Delegated
Enforced
Inspected
Monitored
Scrutinized

Blocked
Dispatched
Ensured
Itemized
Screened
Verified

You Achieved Something



Did you hit your goals? Win a coveted department award? Don't forget to include that on your resume, with words like:

Attained

Awarded

Completed

Demonstrated

Earned

Exceeded

Outperformed

Reached

Showcased

Succeeded

Surpassed

Targeted