



HANDOUT 2

Get Hired: Powerful Words Make Your Resume Great

~ Adapted from an article on The Muse.com ~



What are power words? *These are words designed to capture the reader's attention, demonstrate your strengths, and highlight the reasons why you are right for the job.*

The most commonly used words are:

Led...Handled...Managed...Responsible for...

While these are good, you might want to switch them up throughout your resume. Use other words to show your well-rounded experience and great accomplishments. In the tables below, we have included: leadership competencies (shaded-box); accomplishments (2nd column); and verbs/power words (3rd column). Look for the competencies you demonstrate and find other suitable verbs to help make your resume great!

Achiever	What did you do?	Consider these verbs (1-12)											
	<i>You achieved something</i>	<p>If you hit your goals, won an award, or some other accomplishment, try:</p> <table style="width: 100%; border: none;"> <tr> <td>Attained</td> <td>Outperformed</td> </tr> <tr> <td>Awarded</td> <td>Reached</td> </tr> <tr> <td>Completed</td> <td>Showcased</td> </tr> <tr> <td>Demonstrated</td> <td>Succeeded</td> </tr> <tr> <td>Earned</td> <td>Surpassed</td> </tr> <tr> <td>Exceeded</td> <td>Targeted</td> </tr> </table>	Attained	Outperformed	Awarded	Reached	Completed	Showcased	Demonstrated	Succeeded	Earned	Surpassed	Exceeded
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Change Agent	What did you do?	Consider these verbs (13-38)																									
	<i>You changed or improved something</i>	<p>And if you actually developed, created, or introduced that project into your company? Try:</p> <table style="width: 100%; border: none;"> <tr> <td>Centralized</td> <td>Remodeled</td> </tr> <tr> <td>Clarified</td> <td>Reorganized</td> </tr> <tr> <td>Converted</td> <td>Replaced</td> </tr> <tr> <td>Customized</td> <td>Restructured</td> </tr> <tr> <td>Influenced</td> <td>Revamped</td> </tr> <tr> <td>Integrated</td> <td>Revitalized</td> </tr> <tr> <td>Merged</td> <td>Simplified</td> </tr> <tr> <td>Modified</td> <td>Standardized</td> </tr> <tr> <td>Overhauled</td> <td>Streamlined</td> </tr> <tr> <td>Redesigned</td> <td>Strengthened</td> </tr> <tr> <td>Refined</td> <td>Updated</td> </tr> <tr> <td>Refocused</td> <td>Upgraded</td> </tr> <tr> <td>Rehabilitated</td> <td>Transformed</td> </tr> </table>	Centralized	Remodeled	Clarified	Reorganized	Converted	Replaced	Customized	Restructured	Influenced	Revamped	Integrated	Revitalized	Merged	Simplified	Modified	Standardized	Overhauled	Streamlined	Redesigned	Strengthened	Refined	Updated	Refocused	Upgraded	Rehabilitated
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Communicator	What did you do?	Consider these verbs (39-57)																			
	<i>You wrote or communicated</i>	<p>Did you write, speak, lobby or otherwise communicate a message or support a cause? Try:</p> <table> <tr><td>Authored</td><td>Defined</td></tr> <tr><td>Briefed</td><td>Documented</td></tr> <tr><td>Campaigned</td><td>Edited</td></tr> <tr><td>Co-authored</td><td>Illustrated</td></tr> <tr><td>Composed</td><td>Lobbied</td></tr> <tr><td>Conveyed</td><td>Persuaded</td></tr> <tr><td>Convinced</td><td>Promoted</td></tr> <tr><td>Corresponded</td><td>Publicized</td></tr> <tr><td>Counseled</td><td>Reviewed</td></tr> <tr><td>Critiqued</td><td></td></tr> </table>	Authored	Defined	Briefed	Documented	Campaigned	Edited	Co-authored	Illustrated	Composed	Lobbied	Conveyed	Persuaded	Convinced	Promoted	Corresponded	Publicized	Counseled	Reviewed	Critiqued
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Controller	What did you do?	Consider these verbs (58-69)											
	<i>You oversaw or regulated</i>	<p>Whether you enforced protocol or managed requests, try:</p> <table> <tr><td>Authorized</td><td>Inspected</td></tr> <tr><td>Blocked</td><td>Itemized</td></tr> <tr><td>Delegated</td><td>Monitored</td></tr> <tr><td>Dispatched</td><td>Screened</td></tr> <tr><td>Enforced</td><td>Scrutinized</td></tr> <tr><td>Ensured</td><td>Verified</td></tr> </table>	Authorized	Inspected	Blocked	Itemized	Delegated	Monitored	Dispatched	Screened	Enforced	Scrutinized	Ensured
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Customer-	What did you do?	Consider these verbs (70-78)									
	<i>You supported customers</i>	<p>Manning the phones or answering questions means advising customers and meeting their needs, try:</p> <table> <tr><td>Advised</td><td>Educated</td></tr> <tr><td>Advocated</td><td>Fielded</td></tr> <tr><td>Arbitrated</td><td>Informed</td></tr> <tr><td>Coached</td><td>Resolved</td></tr> <tr><td>Consulted</td><td></td></tr> </table>	Advised	Educated	Advocated	Fielded	Arbitrated	Informed	Coached	Resolved	Consulted
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Economizer	What did you do?	Consider these verbs (79-87)									
	<i>You saved the company time and money</i>	<p>Hiring managers love candidates who've helped a team operate cost-effectively or more efficiently. To emphasize how much you saved, try:</p> <table> <tr><td>Conserved</td><td>Lessened</td></tr> <tr><td>Consolidated</td><td>Reconciled</td></tr> <tr><td>Decreased</td><td>Reduced</td></tr> <tr><td>Deducted</td><td>Yielded</td></tr> <tr><td>Diagnosed</td><td></td></tr> </table>	Conserved	Lessened	Consolidated	Reconciled	Decreased	Reduced	Deducted	Yielded	Diagnosed
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Efficient/Strategic	What did you do?	Consider these verbs (88-107)																			
	<i>You increased efficiency, sales, revenue, or customer satisfaction</i>	<p>Did your work boost or impact the company's numbers in some way? Try:</p> <table> <tr><td>Accelerated</td><td>Furthered</td></tr> <tr><td>Achieved</td><td>Gained</td></tr> <tr><td>Advanced</td><td>Generated</td></tr> <tr><td>Amplified</td><td>Improved</td></tr> <tr><td>Boosted</td><td>Lifted</td></tr> <tr><td>Capitalized</td><td>Maximized</td></tr> <tr><td>Delivered</td><td>Outpaced</td></tr> <tr><td>Enhanced</td><td>Stimulated</td></tr> <tr><td>Expanded</td><td>Sustained</td></tr> <tr><td>Expedited</td><td></td></tr> </table>	Accelerated	Furthered	Achieved	Gained	Advanced	Generated	Amplified	Improved	Boosted	Lifted	Capitalized	Maximized	Delivered	Outpaced	Enhanced	Stimulated	Expanded	Sustained	Expedited
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Manager	What did you do?	Consider these verbs (108-128)																			
	<i>You managed a team or group</i>	<p>To show any management duties, like "led a team" or "managed employees" try:</p> <table> <tr><td>Aligned</td><td>Mobilized</td></tr> <tr><td>Cultivated</td><td>Motivated</td></tr> <tr><td>Directed</td><td>Recruited</td></tr> <tr><td>Enabled</td><td>Regulated</td></tr> <tr><td>Facilitated</td><td>Shaped</td></tr> <tr><td>Fostered</td><td>Supervised</td></tr> <tr><td>Guided</td><td>Taught</td></tr> <tr><td>Hired</td><td>Trained</td></tr> <tr><td>Inspired</td><td>Unified</td></tr> <tr><td>Mentored</td><td>United</td></tr> </table>	Aligned	Mobilized	Cultivated	Motivated	Directed	Recruited	Enabled	Regulated	Facilitated	Shaped	Fostered	Supervised	Guided	Taught	Hired	Trained	Inspired	Unified	Mentored
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Project Leader	What did you do?	Consider these verbs (129-140)																			
	<i>You led a project</i>	<p>If you were in charge of a project or initiative from start to finish, skip "led" and instead try:</p> <table> <tr><td>Chaired</td><td>Orchestrated</td></tr> <tr><td>Controlled</td><td>Organized</td></tr> <tr><td>Coordinated</td><td>Oversaw</td></tr> <tr><td>Executed</td><td>Planned</td></tr> <tr><td>Headed</td><td>Produced</td></tr> <tr><td>Operated</td><td>Programmed</td></tr> </table>	Chaired	Orchestrated	Controlled	Organized	Coordinated	Oversaw	Executed	Planned	Headed	Produced	Operated	Programmed							
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Researcher	What did you do?	Consider these verbs (141-160)																			
	<i>You were a research machine</i>	<p>If research, analysis, or fact-finding is your gift, try:</p> <table> <tr><td>Analyzed</td><td>Identified</td></tr> <tr><td>Assembled</td><td>Interpreted</td></tr> <tr><td>Assessed</td><td>Investigated</td></tr> <tr><td>Audited</td><td>Mapped</td></tr> <tr><td>Calculated</td><td>Measured</td></tr> <tr><td>Discovered</td><td>Qualified</td></tr> <tr><td>Evaluated</td><td>Quantified</td></tr> <tr><td>Examined</td><td>Surveyed</td></tr> <tr><td>Explored</td><td>Tested</td></tr> <tr><td>Forecasted</td><td>Tracked</td></tr> </table>	Analyzed	Identified	Assembled	Interpreted	Assessed	Investigated	Audited	Mapped	Calculated	Measured	Discovered	Qualified	Evaluated	Quantified	Examined	Surveyed	Explored	Tested	Forecasted
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Resourceful	What did you do?	Consider these verbs (161-166)					
	<i>You brought in partners, funding, or resources</i>	<p>If you are able to gather resources, get additional support or funding, try:</p> <table> <tr><td>Acquired</td><td>Negotiated</td></tr> <tr><td>Forged</td><td>Partnered</td></tr> <tr><td>Navigated</td><td>Secured</td></tr> </table>	Acquired	Negotiated	Forged	Partnered	Navigated
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Visionary	What did you do?	Consider these verbs (167-185)																					
	<i>You envisioned or brought a project to life</i>	<p>And if you actually developed, created, or introduced that project into your company? Try:</p> <table> <tr><td>Administered</td><td>Formed</td></tr> <tr><td>Built</td><td>Formulated</td></tr> <tr><td>Charted</td><td>Implemented</td></tr> <tr><td>Created</td><td>Incorporated</td></tr> <tr><td>Designed</td><td>Initiated</td></tr> <tr><td>Developed</td><td>Instituted</td></tr> <tr><td>Devised</td><td>Introduced</td></tr> <tr><td>Founded</td><td>Launched</td></tr> <tr><td>Engineered</td><td>Pioneered</td></tr> <tr><td>Established</td><td>Spearheaded</td></tr> <tr><td>Formulized</td><td></td></tr> </table>	Administered	Formed	Built	Formulated	Charted	Implemented	Created	Incorporated	Designed	Initiated	Developed	Instituted	Devised	Introduced	Founded	Launched	Engineered	Pioneered	Established	Spearheaded	Formulized
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