



UNIVERSITY OF MONTEVALLO

Career Development Center

RESUME WORDS

POWER WORDS

The key words and phrases you choose for your resume and cover letter can help you catch the attention of a potential employer.

When a hiring manager sees the same old resume time and time again with the same old clichéd words and overused phrases, you are guaranteeing that your resume will be tossed.

Avoid peppering your résumé with tired, stale, or empty buzzwords. Avoid using annoying jargon, anemic catchphrases, and colorless verbs. Poorly chosen words and trite phrases can destroy the interest of the reader. Power words when chosen correctly can have the opposite effect of motivating and inspiring the reader.

Every word on your resume should be working hard to highlight your talents, skills, and strengths.

Choosing positive power words for your resume will make help you stand out from your competition. Use words that have substance and impact. Use words that are descriptive, compelling, and dynamic.

You'll need to carefully select what you're going to say on your resume, but also be conscientious of how you say it. In a format such as a resume with limited space, you need to choose powerful, effective words that will get your message across immediately. You need to be as specific as possible, leaving no room for reluctance in a recruiter's mind. And you need to be concise and get to your point quickly.

Distill everything you want to say into a selection of carefully chosen words, sentences, and bullet points, so that someone reading your resume can see your accomplishments at a moment's glance, and most importantly, be impressed by them. Careful, concise, powerful language is the only way to achieve this goal.

Keep, it simple. Avoid bloat. Remove personal pronouns and articles. Keep track of tense.

When describing your experience and accomplishments, it is important that you use the right verb or adjective. Use active voice rather than passive voice. Site accomplishments and achievements by using statistics and numbers to show improvement. Provide examples.

RESUME MODIFIERS

Modifiers to use in describing your knowledge, experience and skills:

strong	thorough	exceptional
excellent	extensive	outstanding
well developed	active	proven
proficient	effective	seasoned
solid	successful	dynamic

RESUME ADJECTIVES

Adjectives to use when defining your personality traits or soft skills:

dedicated	disciplined	cooperative
trustworthy	energetic	talented
responsible	honest	passionate
determined	mature	industrious
enthusiastic	flexible	consistent
dependable	personable	succinct
reliable	friendly	resourceful
diligent	ambitious	collaborative
conscientious	goal oriented	professional
loyal	hard working	trustworthy
confident	team player	versatile
efficient	quick learner	resilient
adaptable	self-starter	intuitive
focused	perceptive	perceptive

KEY WORDS & TRAITS

Other helpful words and phrases to use within your descriptions:

results	quality	practical
timely	improvement	candid
solutions	project	comprehensive
initiative	integrity	under budget
positive	original	high level
creativity	critical thinking	expertise
commitment	optimistic	well spoken
unique	proactive	on time
productive	strategic	fast paced
diplomatic	technical	unique
work ethic	attention to detail	competitive
challenging	diverse	upbeat
public	large scale	intensive
avid reader	literacy	troubleshooter
articulate	tireless	enterprising
sense of humor	broad minded	bilingual

RESUME VERBS

Verbs to use to begin each descriptor in your Experience section:

accelerated	dealt with	identified	participated	solved
accomplished	decided	illustrated	performed	sorted
achieved	defined	implemented	persuaded	spearheaded
activated	delivered	improved	pioneered	sponsored
adjusted	demonstrated	increased	planned	started
addressed	designed	initiated	practiced	supplied
administered	determined	installed	prepared	supported
advanced	developed	instituted	presented	structured
advised	devised	instructed	presided	supervised
aided	directed	integrated	prevented	surpassed
analyzed	displayed	interacted	processed	tabulated
arranged	distributed	interpreted	produced	taught
applied	earned	introduced	promoted	tended
assembled	edited	invented	proposed	tested
assisted	encouraged	investigated	provided	told
attained	enforced	launched	published	tracked
attended	enhanced	learned	raised	trained
balanced	enlisted	led	realized	transacted
budgeted	ensured	listed	received	transferred
built	equipped	located	reconciled	transformed
calculated	established	lowered	recorded	translated
carried	estimated	made	recruited	transmitted
changed	evaluated	maintained	reduced	treated
chaired	examined	managed	refined	undertook
checked	exceeded	marketed	regulated	updated
clarified	executed	measured	reinforced	upgraded
coached	expanded	met	related	urged
collated	expedited	maximized	repaired	unified
collected	explained	minimized	reported	used
compared	explored	modified	represented	utilized
compiled	facilitated	monitored	researched	validated
completed	finalized	motivated	resolved	verbalized
composed	formed	negotiated	restored	verified
computed	formulated	notified	responded	visited
communicated	fostered	numbered	reviewed	voiced
conducted	furnished	observed	revised	volunteered
contributed	gained	obtained	scheduled	watched
controlled	gathered	operated	secured	won
conveyed	generated	optimized	served	worked
coordinated	guided	organized	set up	wrote
corresponded	handled	oversaw	showed	
created	helped	outlined	sold	



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