

Elevate Your Resume

With Power Words and Action Verbs

In today's competitive job market, your resume must make an immediate impact on recruiters and hiring managers. One effective way to achieve this is by using power words and action verbs. These dynamic words add strength, clarity, and action to your resume, helping you stand out as a candidate who takes initiative and delivers results.

Below, you'll find guidance on how to use power words and action verbs effectively, along with lists of words to incorporate into your resume:

WHY

Use Power Words and Action Verbs?

- **Captivate Attention:** Power words and action verbs grab the reader's attention and make your resume more engaging.
- **Convey Proactivity:** They convey a sense of action and initiative, showing that you are a proactive and results-driven candidate.
- **Highlight Achievements:** These words help emphasize your accomplishments and contributions, demonstrating your value to potential employers.
- **Enhance Readability:** Power words and action verbs make your resume more concise and impactful, conveying more information with fewer words.

HOW TO

Use Power Words and Action Verbs:

1. **Begin Bullet Points with Verbs:** Start each bullet point in your resume's experience section with a strong action verb.
2. **Quantify Achievements:** Whenever possible, quantify your accomplishments with specific numbers or percentages.
3. **Be Specific:** Use precise words that accurately describe your actions and results.
4. **Tailor to the Job:** Customize your choice of words to match the requirements and skills mentioned in the job description.