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What are Resume Power Words?

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Resume Power Words / Resume Action Words / Resume Action Verbs – whatever you want to call these words (they are verbs – Resume Verbs)...

This is where the magic happens!

These Resume Verbs **sprinkled liberally** throughout your CV / Resume will add...

- Action
- Emotion
- Gravitas

Power

One of these Resume Power Words will **replace 2/3/or 4 other words** in a sentence, instantly **making you concise and compelling**.

A basic example – Say I am a widget salesman discussing my last year performance. I could say...

2005 – 2006 I sold 1000 widgets against my annual target of 750 widgets, beating my target by over 133%, and so qualified for convention club holiday trip.

A good CV / Resume sentence in that it provides **clear quantified performance**, But no real sparkle or pizzazz.

2005/6 Over-achieved against target of 750 widgets by 133%, selling 1000 widgets and winning convention club.

Much better – **faster to the point** with more punch.

05/06 smashed target by 133% sold 750 widgets, won top achievers club.

Better again **fits on one line**, concise and **tells the reader** you are the **top achiever**.

You do have **be careful** though replacing “smashed” in our example with “annihilated” maybe going to far.

Hopefully you have an imaginary picture of whom you are writing for, **choose what they would want**.

Keep on fine tuning – It’s worth it.

List of Resume Power Words / Resume Action Verbs

The following alphabetical list of **Resume Verbs / Resume Action Words** is a great resource.

Use these words to transform your CV / Resume into a concise, authoritative and truly compelling marketing tool for you.

A
Abated, abbreviated, abolished, abridged, absolved, absorbed, accelerated, accentuated, accommodated, accomplished, accounted for, accrued, accumulated, achieved, acquired, acted, adapted, adopted, added, addressed, adjusted, administered, advanced, advertised, advised, advocated, affirmed, aided, alerted, aligned, allayed, alleviated, allocated, allotted, altered, amassed, amended, analyzed, answered, anticipated, appeased, applied, appointed, appraised, approached, appropriated, approved, arbitrated, arranged, articulated, ascertained, aspired, assembled, assessed, assigned, assimilated, assisted, assured, attained, attended, audited, augmented, authored, authorized, automated, averted, avoided, awarded

B
Balanced, began, benchmarked, benefited, bid, billed, blended, blocked, bolstered, boosted, bought, branded, bridged, broadened, brought, budgeted, built

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C

Calculated, calibrated, capitalized, captured, cared for, carried, carved, categorized, catalogued, caught, cautioned, cemented, certified, chaired, challenged, championed, changed, charged, charted, checked, chose, chronicled, circulated, circumvented, cited, clarified, classified, cleaned, cleared, closed, coached, coded, collaborated, collated, collected, combined, commanded, commended, commenced, commissioned, communicated, compared, compiled, complemented, completed, complied, composed, compounded, computed, conceived, concentrated, conceptualized, condensed, conducted, conferred, configured, confirmed, confronted, connected, conserved, considered, consolidated, constructed, consulted, consummated, contacted, continued, contracted, contributed, controlled, converted, conveyed, convinced, cooperated, coordinated, copied, corrected, corresponded, counseled, created, critiqued, cultivated, customized, cut

D

Dealt, debated, debugged, decided, decoded, decreased, dedicated, defined, delegated, delineated, delivered, demonstrated, deployed, derived, described, designated, designed, detailed, detected, determined, developed, devised, diagnosed, differentiated, diffused, directed, disbursed, discovered, discussed, dispatched, dispensed, displayed, disposed, disproved, dissected, disseminated, dissolved, distinguished, distributed, diversified, diverted, divested, divided, documented, doubled, drafted, dramatized, drew up, drove

E

Earned, eased, economized, edited, educated, effected, elaborated, elected, elevated, elicited, eliminated, embraced, emphasized, empowered, enabled, encouraged, ended, enforced, engaged, engineered, enhanced, enlisted, enriched, enrolled, ensured, entered, entertained, enticed, equipped, established, estimated, evaluated, examined, exceeded, executed, exercised, exhibited, expanded, expedited, experienced, experimented, explained, explored, expressed, extended, extracted

F

Fabricated, facilitated, factored, familiarized, fashioned, fielded, filed, filled, finalized, financed, fine tuned, finished, fixed, focused, followed, forecasted, forged, formalized, formed, formulated, fortified, forwarded, fostered, fought, found, founded, framed, fulfilled, functioned as, funded, furnished, furthered

G

Gained, garnered, gathered, gauged, gave, generated, governed, graduated, grasped, greeted, grew, grouped, guaranteed, guided

H

Halted, halved, handled, headed, heightened, held, helped, hired, honed, hosted, hypnotized, hypothesized

I

Identified, ignited, illustrated, implemented, imported, improved, improvised, incited, included, incorporated, increased, indicated, individualized, indoctrinated, induced, influenced, informed, infused, initiated, innovated, inspected, inspired, installed, instilled, instituted, instructed, insured, integrated, intensified, interacted, interceded, interpreted, intervened, interviewed, invented, inventoried, invested, investigated, invigorated, invited, involved, isolated, issued, itemized

J

Joined, judged, justified

L

Launched, learned, lectured, led, lessened, leveraged, licensed, lifted, limited, linked, liquidated, listened, litigated, loaded, located, logged

M

Made, maintained, managed, mandated, maneuvered, manipulated, manufactured, mapped, marked, marketed, mastered, maximized, measured, mediated, memorized, mentored, merged, merited, met, minimized, mobilized, modeled, moderated, modified, molded, monitored, monopolized, motivated, mounted, moved, multiplied

N

Named, narrated, navigated, negotiated, netted, neutralized, nominated, normalized, notified, nurtured

O

Observed, obtained, offered, officiated, offset, opened, operated, optimized, orchestrated, ordered, organized, oriented, originated, outdistanced, outlined, outperformed, overcame, overhauled, oversaw, owned

P

Paced, packaged, packed, pared, participated, partnered, passed, perceived, perfected, performed, persuaded, photographed, piloted, pinpointed, pioneered, placed, planned, played, praised, predicted, prepared, prescribed, presented, preserved, presided, prevailed, prevented, printed, prioritized, processed, procured, produced, profiled, programmed, progressed, projected, promoted, proofread, proposed, protected, proved, provided, pruned, publicized, purchased, pursued

Q

Quadrupled, qualified, quantified, queried, questioned, quoted

R

Raised, ranked, rated, reached, read, realigned, realized, rearranged, reasoned, rebuilt, received, recognized, recommended, reconciled,

reconstructed, recovered, recruited, redesigned, redirected, reduced, re-engineered, referred, refocused, registered, regulated, rehabilitated, reinforced, reiterated, related, released, relied, relieved, remained, remodeled, rendered, renegotiated, renewed, reorganized, repaired, replaced, replied, replicated, reported, represented, reproduced, requested, researched, reserved, resolved, responded, restored, restructured, retained, retooled, retrieved, returned, revamped, reversed, reviewed, revised, revitalized, revolutionized, rewarded, risked, rotated, routed

S

Safeguarded, salvaged, saved, scanned, scheduled, screened, sculptured, searched, secured, seized, selected, sent, separated, sequenced, served, serviced, set up, settled, shaped, shared, sharpened, shipped, shortened, showed, signed, simplified, simulated, sketched, slashed, smoothed, solicited, sold, solidified, solved, sorted, sourced, sparked, spearheaded, specialized, specified, speculated, spent, spoke, sponsored, spurred, staffed, standardized, started, steered, stimulated, streamlined, strengthened, stretched, structured, studied, submitted, succeeded, suggested, summarized, supervised, supplied, supported, surpassed, surveyed, swayed, swept, symbolized, synthesized, systemized

T

Tabulated, tackled, talked, tallied, targeted, tasted, taught, teamed, tempered, tended, terminated, tested, testified, tied, took, topped, totaled, traced, tracked, trained, transcribed, transformed, transitioned, translated, transmitted, traveled, treated, trimmed, tripled, troubleshoot, turned, tutored, typed

U

Uncovered, underlined, underscored, undertook, underwrote, unearthed, unified, united, updated, upgraded, upheld, urged, used, utilized

V

Validated, valued, vaulted, verbalized, verified, viewed, visualized, voiced, volunteered

W

Weathered, weighed, widened, withstood, won, worked, wove, wrote

Y

Yielded

Z

What No Z's? [Any additions? Please mail me- Thanks](#)

Now string some of the words into **high impact CV / Resume Phrases**.

The next pages shows you some great **example CV / Resume Phrases examples**, and some statements that add **vital context and quantification** to your words...

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