

Power Verbs for Resume Writing



Tips for using Power Verbs

Power Verbs are Action words that can draw the reader's attention to the important aspects of your resume.

Power Verbs used appropriately will help you to communicate confidently about your skills and competencies.

Caution: Less is More!

- Overuse of Power Verbs can be detrimental to your resume, especially if you use the same power verb repeatedly. Using the same verbs suggests that you may have limited language skills, so it is advisable to use different power verbs even if they have similar meanings.
- Ensure you understand the meaning of the word which you are using and that it makes sense within the sentence in which it is being used. If in doubt check it out! This is where Training Inc. can help you and can proofread your resume.
- Using Power Verbs at the beginning of your Bullet points will help you to keep your sentences short and concise.
- Instead of saying "When I worked on shift, I did stock taking", start your Bullet point with "Conducted stock take each shift". This is concise and to the point making it easier for the reader to pick out your skills and experience; remember less is more!

NOTE: Check your past and present tenses. Present tense for your current position and past tense for your previous positions.

Too much blurb? Choose a verb!

Instead of **Did**, use:

- Acted
- Activated
- Administered
- Executed
- Applied
- Arranged
- Handled
- Facilitated
- Conducted
- Carried out
- Performed

Instead of **Fixed**, use:

- Amended
- Detected
- Diagnosed
- Investigated
- Performed
- Revitalized
- Remedied
- Solved
- Repaired
- Streamlined

Instead of **Showed**, use:

- Demonstrated
- Depicted
- Described
- Exhibited
- Illustrated
- Highlighted
- Portrayed
- Represented

Instead of **Made**, use:

- Assemble
- Created
- Developed
- Devised
- Engineered
- Generated
- Produced
- Established

Too much blurb? Choose a verb!

Instead of **Wrote** or **Spoke**, use:

- Addressed
- Advocated
- Briefed
- Consulted
- Collaborated
- Corresponded
- Edited
- Explained
- Informed

Instead of **Made Better** or **Got Results**, use:

- Accomplished
- Attained
- Excelled
- Achieved
- Converted
- Generated
- Altered
- Expanded
- Maximized

Instead of **Helped**, use:

- Aided
- Bolstered
- Enriched
- Assisted
- Enhanced
- Engaged

Instead of **Kept**, use:

- Ensured
- Maintained
- Strengthened

Industry Sepecific Verbs

Customer Service, Retail, Hospitality:

- Accommodated
- Aided
- Assured
- Addressed
- Anticipated
- Clarified
- Advertised
- Answered
- Communicated
- Advised
- Assisted
- Distributed

Administrative, Receptionist, Front Desk

- Acted
- Activated
- Administered
- Executed
- Applied
- Arranged
- Handled
- Facilitated
- Conducted
- Carried out
- Performed

Operator/Safety:

- Amended
- Detected
- Diagnosed
- Investigated
- Performed
- Revitalized
- Remedied
- Solved
- Repaired
- Streamlined