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Business document For other uses, see Résumé (disambiguation). An example of a résumé with a common format with the name John Doe. A résumé or resume (or alternatively resumé),[a][1] is a document created and used by a person to present their background, skills, and accomplishments. Résumés can be used for a variety of reasons, but most often are used to secure new jobs, whether in the same organization or another.[2] A typical résumé contains a summary of relevant job experience and education. The résumé is usually one of the first items, along with a cover letter and sometimes an application for employment, a potential employer sees regarding the job seeker and is used to screen applicants before offering an interview. In the UK, EMEA, and Asian countries, a curriculum vitae (CV) is used for similar purposes. This international CV is more akin to the résumé—a summary of one's education and experience—than to the longer and more detailed CV expected in U.S. academic circles. However, international CVs vary by country. For example, many Middle East and African countries and some parts of Asia require personal data (e.g., photograph, gender, marital status, children) while this is not accepted in the UK, U.S., and some European countries.[3] In South Asian countries such as Pakistan and Bangladesh, biodata is often used in place of a résumé.[4] The word "résumé" comes from the French word résumer meaning 'to summarize'.[5] Leonardo da Vinci is sometimes credited with the first résumé, though his "résumé" takes the form of a letter written about 1481–1482 to a potential employer, Ludovico Sforza.[6][7] For the next 450 years, the résumé continued to be simply a description of a person, including abilities and past employment. In the early 1900s, résumés included information like weight, height, marital status, and religion. By 1950, résumés were considered mandatory and started to include information like personal interests and hobbies. It was not until the 1970s, the beginning of the Digital Age, that résumés took on a more professional look in terms of presentation and content.[8] The start of the 21st century saw a further evolution for résumés on the internet as social media helped people spread résumés faster. In 2003 LinkedIn was launched, which allowed users to post their résumés and skills online.[9] Since, many SaaS companies began providing job seekers with free online résumé builders; usually templates to insert credentials and experience and create a résumé to download or an online portfolio link to share via social media. With the launch of YouTube in 2005, video résumés became common, and more and more high school students began to send them to different colleges and universities.[10] In many contexts, a résumé is typically limited to one or two pages of size A4 or letter-size, highlighting only those experiences and qualifications that the author considers most relevant to the desired position. Many résumés contain keywords or skills that potential employers are looking for via applicant tracking systems (ATS), make heavy use of active verbs, and display content in a flattering manner. Acronyms and credentials after the applicant's name should be spelled out fully in the appropriate section of the résumé to increase the likelihood they are found in a computerized keyword scan.[11] A résumé is a marketing document in which the content should be adapted to suit each individual job application or applications aimed at a particular industry. In late 2002, job seekers and students started making interactive résumés such as résumés having links, clickable phone numbers and email addresses. With the launch of YouTube in 2006, job seekers and students also started to create multimedia and video résumés.[12] Job seekers were able to circumvent the application for employment process and reach employers through direct email contact and résumé blasting, a term meaning the mass distribution of résumés to increase personal visibility within the job market. However, the mass distribution of résumés to employers can often have a negative effect on the applicant's chances of securing employment as the résumés tend not to be tailored for the specific positions the applicant is applying for. It is usually, therefore, more sensible to optimize the résumé for each position applied for and its keywords [13] In order to keep track of all experiences, keeping a "master résumé" document is recommended, providing job seekers with the ability to customize a tailored résumé while making sure extraneous information is easily accessible for future use if needed. The complexity or simplicity of various résumé formats tends to produce results varying from person to person, for the occupation, and the industry. Résumés or CVs used by medical professionals, professors, artists, and people in other specialized fields may be comparatively longer. For example, an artist's résumé, typically focused on experience and achievements in the artistic field,[14] may include extensive lists of solo and group exhibitions. Résumés may be organized in different ways. The following are some of the more common résumé formats: A reverse chronological résumé, the current preferred standard as of 2024, lists a candidate's job experiences in chronological order (last thing first), generally covering the previous 10 to 15 years. Positions are listed with starting and ending dates. Current positions on a résumé typically list the starting date to the present. The reverse chronological résumé format is optimal for professionals who are making advancements in the same vertical.[15] In this format, the main body is the Experience section, starting from the most recent experience and moving chronologically backward through previous experience. The reverse chronological résumé works to build credibility through experience gained, while illustrating career growth over time and filling all gaps in a career trajectory. In the United Kingdom the chronological résumé tends to extend only as far back as the applicant's GCSE/Standard Grade qualifications. Largely fallen from favor,[16] the functional résumé listed work experience and skills sorted by skill area or job function and specific to the type of position being sought. This format directly emphasizes specific professional capabilities and utilizes experience summaries as its primary means of communicating professional competency. The functional résumé was used by individuals making a career change, a varied work history, or relevant roles which were held some time ago. Rather than focus on the length of time that has passed, the functional résumé allowed the reader to identify those skills quickly. However, it has largely been replaced by hybrid résumé. A hybrid or combination résumé combines the best of the reverse chronological and functional resume formats. Opening with a profile or summary to showcase the most relevant information, it often continues with a section of highlights and/or a list of strengths before listing reverse chronological experience and education. This enables the candidate to present the most relevant strengths and impressive accomplishments at the top. This format is particularly helpful for candidates who have employment gaps, may have more than one to two short-term roles, or have relevant experience from early in their careers. It is also excellent for those who are looking to change fields or industries. The strength of this format is it spotlights relevant information up front and deemphasizes less relevant titles and less desirable chronological issues. A blind résumé is a modern and equitable style used by some employers to focus on an applicant's qualifications and experience by removing any personal identifying information that could potentially result in bias. By excluding or minimizing details such as the candidate's name, age, gender, address, or educational background, blind résumés aim to ensure that recruiters assess candidates based solely on relevant information like their academic qualification, abilities, experience, and skills, rather than on discriminatory factors such as ethnicity, gender, or academic pedigree, which do not provide meaningful insights into the candidate's qualifications. This method is designed to promote fairness, equality, and diversity in recruitment by reducing the impact of biases that often influence hiring decisions, particularly for racialized and diverse job applicants. Studies have shown that candidates with certain demographic characteristics, such as names associated with a particular race or gender, are often unfairly disadvantaged in the hiring process. While the challenge of deeply ingrained systemic bias cannot be fully addressed by blind résumés alone, and not all recruiters may be familiar with this approach, it is considered a best practice among some organizations and applicants. This de-biasing approach is promoted in environments where broader systemic changes to address biases in hiring practices, interviews, and promotions within organizations are still evolving.[17][18][19] As the Internet becomes largely driven by multimedia, job-seekers have sought to take advantage of the trend by moving their résumés away from the traditional to website résumés or e-résumés. Video and infographic résumés have gained popularity in the creative and media industries.[20] This trend has attracted criticism from human resources management professionals, who warn that this may be a passing fad and that multimedia-based résumés may be overlooked by recruiters whose workflow is designed only to accommodate a traditional résumé format.[21] According to Forbes, almost 85% of employers use Applicant Tracking Systems (ATS), and it is common for employers to only accept résumés digitally. This has changed much about the manner in which résumés are written, read, and processed, as paper-based résumés become an exception rather than the rule.[22] Many employers and recruitment agencies insist on résumés in a particular file format. Most prefer Microsoft Word documents, while others will only accept résumés formatted in PDF or plain ASCII text. Since almost all employers now find candidates through search engines and ATS, which use artificial intelligence (AI) to search, filter, and manage high volumes of résumés, it is critical to tailor résumés to ATS standard or risk being eliminated: according to the Harvard Business Review (HBR), 88% of employers believe qualified applicants are filtered out by ATS.[23] ATS and to some extent other search engines use natural language processors to parse résumés. Résumé parsers often correctly interpret some parts of the résumé while missing or misinterpreting others. The best résumé parsers capture a high percentage of information regarding location, names, and titles, but remain less accurate with skills, industries, and other less structured information, and can fail entirely if faced with formats they are not designed to handle. According to Indeed, the ideal ATS-friendly résumé uses Arial, Calibri, Cambria, Garamond or Georgia font, does not include graphs, tables, or headers (formatted headers not sections), and uses "keywords" or role-specific words and descriptions in a job description.[24] Shapes, text boxes, other graphic images should be avoided on résumés or they can set off ATS filters (each ATS varies). Résumés written following these rules are more likely to be correctly captured by, and ranked higher by, ATS, thereby making candidates more findable. AI tools can also be used to test résumés,[25] but AI-generated resume content must be rigorously verified and edited as generative AI produces very consistent sentence structure, and under different jobs with similar responsibilities, often repeats identical phrases. This can catch the attention of algorithms, so résumés must be edited carefully to be make it through ATS to be seen by potential employers.[26] Having a résumé online was first pioneered by professions that benefit from the multimedia and rich detail of an HTML résumé (such as actors, photographers, graphic designers, developers, dancers, etc.[27]) but all job seekers should now have a digital version of their résumé available to employers and professionals who use Internet recruiting.[28] Background check Europass European Standardized model Federal resume Résumé fraud Curriculum vitae Cover letter Résumé parsing Video resume Ghost job ^ US: /ˈrɛzʊmeɪ/ UK: /ˈrɛzjʊmeɪ/; French: [ʁezyme] ^ "résumé". 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The licensor cannot revoke these freedoms as long as you follow the license terms. Attribution — You must give appropriate credit , provide a link to the license, and indicate if changes were made . You may do so in any reasonable manner, but not in any way that suggests the licensor endorses you or your use. ShareAlike — If you remix, transform, or build upon the material, you must distribute your contributions under the same license as the original. No additional restrictions — You may not apply legal terms or technological measures that legally restrict others from doing anything the license permits. You do not have to comply with the license for elements of the material in the public domain or where your use is permitted by an applicable exception or limitation . No warranties are given. The license may not give you all of the permissions necessary for your intended use. For example, other rights such as publicity, privacy, or moral rights may limit how you use the material. One of the best ways to ensure your resume stands head and shoulders above the rest is through the strategic use of action words. These aren't just fancy adjectives or buzzwords, but dynamic, action-oriented terms that can truly highlight your skills and experiences. In this article, you'll learn about: How to use power words in your resume Which words to avoid on your resume A whopping selection of 360 power words! Turn your application into a compelling narrative by using resume action words. Let's start! Action words, also known as action verbs, power words, or power adjectives, are the superheroes of your resume. If you're wondering how to turn your experiences into a compelling professional narrative, this is where action words swoop in to save the day. These adjectives and verbs are used to describe an action, result, or accomplishment. They illustrate your proactive attitude and potential, helping you move beyond the standard buzzwords that are all too common in resumes, and ultimately helping you catch a recruiter's eye. Now, let's delve into how you can add these power-packed action words to your resume and make a stellar first impression with recruiters. The words you use on your resume can make a significant difference in how you are perceived by potential employers. By using power words in your resume, you can present your achievements more compellingly. Take a close look at these examples: Wrong Managed a team of sales representatives. The verb manage is often considered an overused word in resumes because it is a generic and vague term that lacks specificity and impact. Many candidates use manage as a catch-all phrase to describe their responsibilities without elaborating on the details or displaying their achievements. Right Orchestrated and led a top-performing sales team in exceeding targets by 150% in Q2. This example demonstrates leadership, initiative, and success by providing concrete details about the achievements. It features the candidate's ability to drive results and emphasizes their competence, making them a more attractive candidate to potential employers. By simply using more descriptive language, you can bring life to seemingly mundane tasks and paint a picture of your capabilities, qualifications, and achievements. Not only do power words make your resume more interesting to read, but they also leave a lasting impression and demonstrate a level of sophistication and professionalism. Your ability to communicate effectively through your language choices showcases your writing skills and overall attention to detail. When it comes to crafting a standout resume, the words you choose are paramount. However, not all words are created equal. It's essential to use power words that are specific to the position you're applying for, and that demonstrate your capabilities and experience. One way to determine which power words to use is by carefully examining the job posting and identifying key responsibilities and requirements. Once you've done that, you can select power words from our comprehensive list that align with your achievements and expertise. It's best to choose words that can be measured by tangible achievements, such as "optimized sales revenue by 40%." Avoid using subjective language like "I'm outstanding" or "I'm exceptional," as this can make you come across as self-involved. Instead, use precise and actionable language that features your skills and accomplishments. Tip In a revealing study by Gitnux, it was found that 75% of resumes are rejected by Applicant Tracking Systems (ATS) because they lack the right format, content, or action words. Ensure you review the job ad before crafting your resume and include the power words you find there. Another vital aspect to bear in mind is the preference for active voice over passive voice. But what exactly does this mean? It primarily involves the way you use verbs. In an active voice sentence, the subject – you – performs the action. Conversely, in a passive-voice sentence, the subject is on the receiving end of the action. Not only can passive sentences be more confusing but they also tend to be longer. Let's illustrate this with an example: Active voice: I submitted the resume. Passive voice: The resume was submitted by me. The difference is clear – active sentences get right to the point and put you right at the center of the action. Avoiding clichés and overused phrases on your resume can help make it more convincing and unique. Here are some commonly overused words and phrases that you'll want to avoid and replace with more specific and illustrative language: Creative Detail Oriented Excellent Focused Go To Go-Getter Great Hard worker In charge of Innovative Ninja Proactive Problem-Solver Outside the box Responsible for Results-driven Self-Starter Specialized in Strategic thinker Super Synergized Team Player Looking for a job involves crafting a resume that not only recounts your achievements but does so in a vibrant and compelling manner. To assist you with this, we've compiled a resume action word list of 360 items. When adding them to your resume, you can typically omit the "I" at the beginning of each statement, leading to punchier, more concise sentences like: "Acquired 37 new clients within a six-month timeframe" or "Administered medication to a ward of 20 patients." This approach not only saves space but also makes your resume more scan-friendly. To simplify your word selection process, you'll find them grouped in thematic categories, such as leadership, teamwork, and numeric-based accomplishments, to name a few. Note that some words could be relevant to more than one category. Does this mean you should use all 360 words in your resume? Certainly not! However, this extensive selection ensures that you have a diverse array of choices to best illustrate your unique achievements and talents. Tip If any of the following power verbs are unfamiliar, look them up in a dictionary before using them in your resume. Misusing a word will hurt your credibility. In fact, using a word in the wrong context could do more harm than simply supplying one of the overused words listed above. Lastly, don't forget to look at the job ad and include the keywords you find there in your resume and cover letter. By doing this, you'll avoid being automatically disqualified by Applicant Tracking Systems (ATS). Companies want to hire good leaders, especially for management positions. Instead of listing leadership as a skill or simply saying you're an experienced leader, show them with resume power words! You'll notice that each of the words below requires a bit more information than does listing leadership as a skill. For example, what goals did you reach as a leader? What exactly did you manage? Don't just tell, show how with specific examples. Now, take a look at the following list of resume action words to effectively highlight your skills and experiences. Acquired Administered Advised Example: Advised clients on investment opportunities and market trends, resulting in a 25% increase in portfolio returns and a 20% increase in client satisfaction ratings. Aligned Arbitrated Authorized Blocked Chaired Coached Consulted Controlled Coordinated Delegated Directed Dispatched Educated Enabled Enforced Ensured Executed Facilitated Fielded Guided Headed Hosted Hired Influenced Example: Influenced company decision-making through data analysis and presentation, resulting in a 10% decrease in expenses. Informed Innovated Inspired Mentored Mobilized Monitored Motivated Navigated Negotiated Operated Orchestrated Organized Oversaw Partnered Planned Produced Programmed Recruited Regulated Resolved Example: Resolved customer complaints in a timely and professional manner, resulting in a 95% satisfaction rate. Secured Shaped Supervised Unified United Being able to work as part of a group, getting along well with your coworkers, is important in a professional context. This is especially true in industries where collaborative projects are the norm. Rather than just stating that you're a team player, show it! Provide specific examples of how you rallied your group to success or played well with others despite challenges. Look at the action verbs list below and pick the ones that best apply to your experience and the position you want to apply for: Acknowledged Assimilated Blended Coalesced Collaborated Example: Collaborated with colleagues to streamline internal processes and enhance productivity, leading to a 20% reduction in project turnaround time. Contributed Diversified Embraced Encouraged Energized Gathered Harmonized Ignited Joined Melded Merged Participated Volunteered Written and verbal communication skills are vital to many industries. You'll notice that some of the words, such as "authored" and "corresponded" are more specific to written communication, while others imply active interaction with colleagues, vendors, and clients. Review the following action verbs to use on your resume: Addressed Advocated Announced Authored Briefed Broached Campaigned Co-authored Committed Composed Conferred Conveyed Convinced Example: Convinced a key client to renew their contract by demonstrating the value and ROI of our services, resulting in a revenue increase of $500,000. Corresponded Counseled Critiqued Defined Defended Demonstrated Discussed Documented Edited Elaborated Engaged Explained Illustrated Inscribed Lobbied Mediated Noted Orated Penned Persuaded Pitched Presented Printed Promoted Example: Promoted company products and services through effective marketing campaigns, resulting in a 30% increase in customer acquisition and a 20% boost in revenue. Proofed Publicized Recorded Refined Reproduced Reviewed Set forth Transcribed Have you ever worked on a project from its inception to its completion? That's quite an accomplishment. Were you the mastermind behind it? If so, you should let the hiring manager in on all the details. Use the words below to explain. Remember, though, that one action word per sentence is usually enough. Amplified Attained Awarded Broadened Built Catalyzed Chartered Completed Constructed Crafted Created Example: Created a new company-wide training program, resulting in a 25% increase in employee productivity. Cultivated Deepened Demonstrated Designed Devised Drafted Earned Engineered Enrooted Established Excelled Fashioned Fixed Flourished Founded Forged Formalized Formed Formulated Fostered Garnered Implemented Example: Implemented a new inventory tracking system, resulting in a 20% decrease in product waste. Incorporated Initiated Instituted Introduced Invented Launched Example: Launched a successful social media campaign, resulting in a 30% increase in brand awareness. Modernized Perfected Piloted Pioneered Progressed Put together Reached Redesigned Refined Set up Showcased Spearheaded Synthesize Your job has no doubt involved a lot of diverse responsibilities. But if you write "responsible for" under every position you've held, your resume will sound redundant and boring. Try including some of the words listed below. Be sure to include the details.For example, what techniques did you employ? What goals did you achieve? Pick the action words to use on your resume from this list: Accomplished Acquired Achieved Example: Achieved a 25% increase in sales within the first quarter of employment. Acted as Deployed Employed Exerted Finished Made Navigated Operated Performed Prepared Produced Restored Undertook Knowing how to find reliable information is almost as important as knowing how to do your job. Research is a highly sought-after skill in the workplace. However, there are multiple ways to do research. Did your research involve scientific experimentation? Reading reference books? Conducting surveys? Interviewing famous people? Using the powerful descriptive words below will help recruiters understand the exact details of your experience. Example: Analyzed market trends and made recommendations for product development, resulting in a 30% increase in market share. Arranged Assembled Assessed Audited Calculated Caught Checked Cited Compiled Considered Cross-examined Discovered Evaluated Examined Experimented Explored Fact-checked Forecasted Inspected Interpreted Investigated Itemized Mapped Measured Example: Developed and implemented key performance indicators (KPIs) to measure the success of marketing campaigns, resulting in a 20% increase in conversion rates and a 15% reduction in customer acquisition costs. Noticed Noted Probed Proved Qualified Quantified Questioned Reviewed Screened Sighted Scrutinized Searched Studied Surveyed Tested Tracked Tried Verified Hiring managers know good workplace environments are made of individuals who are willing to assist each other. Let them know you're that kind of person with one of the following power words. Don't forget to briefly explain how you helped and the good results that followed. Abetted Aided Assisted Accompanied Advanced Advised Backed Befriended Bolstered Cared for Commended Consulted Example: Consulted with cross-functional teams, leveraging expertise in data analytics and market trends to develop strategic initiatives that resulted in a 20% increase in customer retention. Counseled Empathized Endorsed Facilitated Listened Maintained Mitigated Reinforced Relieved Revived Subsidized Supported Sustained Taught Trained Make sure that the words you choose highlight your accomplishments and do not refer to negative consequences. Accelerated Accomplished Achieved Actualized Advanced Amplified Applied Boosted Example: Boosted website traffic by 50% through the implementation of a new content marketing strategy that focused on SEO optimization and targeted audience engagement. Capitalized Centralized Clarified Conserved Consolidated Converted Decreased Deducted Delivered Diagnosed Empowered Enhanced Enriched Exceeded Expanded Expedited Furthered Gained Generated Grew Identified Improved Example: Improved customer retention rates by 15% through implementation of new policies and procedures. Integrated Intensified Lessened Lifted Magnified Maximized Merged Modified Outpaced Outperformed Overhauled Perfected Polished Reconciled Reduced Refocused Rehabilitated Remodeled Reorganized Replaced Restructured Revamped Example: Revamped the company's social media strategy by creating engaging content, resulting in a 75% increase in social media engagement and a 50% increase in lead generation. Revitalized Saved Simplified Slashed Solved Standardized Stimulated Streamlined Strengthened Succeeded Surpassed Sustained Targeted Transformed Updated Upgraded Yielded Be specific by mentioning numbers and percentages to describe your experience. Look at the following right-wrong examples to understand the difference: Wrong Utilized advertising techniques to attract many new clients. Right This is the example content Notice the difference? While the wrong example leaves many questions open and lacks punch, the right example tells recruiters the complete story by providing specifics. Below, you'll find keywords to describe numerical figures. Dollars Dollars saved Revenue increased by… Raised revenue by… Example: Raised revenue by 25% by implementing a new pricing strategy and conducting a comprehensive market analysis to identify new opportunities. Percent Time reduced Cut costs by… Reduced expenses by… Tip Only provide statistics and figures if you are authorized to do so. Most employers won't mind if you say you increased their sales or reduced their expenses by a certain amount. But they may not want to reveal their annual gross income or specifics about prices and costs. Never include confidential or proprietary information in your resume. You work hard at what you do, and you want to let the hiring manager know about it. But instead of describing yourself as a "hard worker," try the following adjectives for added effect. Dedicated Determined Diligent Disciplined Driven Dynamic Enthusiastic Meticulous Example: Created and implemented a meticulous quality control process that significantly reduced product defects by 50% within the first six months of implementation. Motivated Passionate Persistent Reliable Tenacious Consider these additional action adjectives related to innovative thinking and integrity to make a positive impact on employers. Astute Cutting edge Devoted Example: Devoted significant time and effort to building and nurturing strong client relationships, resulting in a client retention rate of 95% and increased referrals. Discerning Honest Ingenious Innovative Insightful Logical Objective Perceptive Practical Professional Sincere Thoughtful Unique Making a strong impression through your resume requires the tactical deployment of power words. Here is a quick recap of how to do it: Start by closely examining the job description. Pinpoint the main skills and responsibilities the potential employer is looking for. Select action words that are related to your experience and attributes. Remember to only use one power word per sentence. Place more emphasis on using power verbs instead of power adjectives, as actions speak louder than words! Avoid passive voice. Ready to update your resume to include action words? Try our resume builder to speed up the process. It is full of expert advice and on-the-go tips designed to get you the job you're looking for. Good luck! Most resume bullet points start with the same tired old words hiring managers have read over and over (think: tasked with, responsible for, experience in) to the point where they've lost a lot of their meaning. They also don't do much to show off your accomplishments, and instead tend to just communicate your job duties. Let's get a little more creative, shall we? Trending SearchesSEARCH ALL JOBS Next time you update your resume, switch up a few of those common words and phrases with strong, compelling action verbs that will catch hiring managers' eyes. Action verbs convey doing—for example, "She walked to the door," or, "The dog chased the ball." On your resume, action verbs show readers you accomplished something at your past jobs, you weren't just "responsible for" it. Instead you "streamlined" or "coordinated" or "executed" it. You got the job done and you achieved something in the process. But be careful: Not all action verbs are as strong as others. For example, words like "led" or "handled" may have their place on a resume (sparingly), but don't give the reader any details about how you did it. Did you lead by assigning work to a team; by creating a road map for a project; by organizing resources, people, and deadlines; or by doing some combination of the three? Impress hiring managers with these action verbs and secure your next interview! Find the perfect fit by looking for more open jobs on The Muse » No matter what duty or accomplishment you're trying to show off, we've got just the resume action verb for you. Check out the list below, and get ready to make your resume way more exciting. If you were in charge of a project or initiative from start to finish, skip "led" and instead try: AdministeredArrangedChairedCoordinatedDirectedExecutedDelegatedHeadedManagedOperatedOrchestratedOrganizedOversawPlannedProducedProgrammedSpearheaded And if you actually developed, created, or introduced that project into your company? Try: BuiltChartedCreatedDesignedDevelopedDevisedFoundedEngineeredEstablishedFormalizedFormedFormulatedImplementedIncorporatedInitiatedInstitutedIntroducedLaunchedPioneeredProposed If you can show that your work boosted the company's numbers in some way, you're bound to impress. In these cases, consider: AcceleratedAchievedAdvancedAmplifiedBoostedCapitalizedConservedConsolidatedDecreasedDeductedDeliveredEnhancedExpandedExpeditedFurtheredGainedGeneratedImprovedIncreasedLiftedMaximizedOutpacedReconciledReducedSavedStimulatedSustainedYielded Did you bring your department's invoicing system out of the Stone Age and into the 21st century? Talk about the amazing changes you made at your office with these words:
CentralizedClarifiedConvertedCustomizedDigitizedIntegratedMergedModernizedModifiedOverhauledRedesignedRefinedRefocusedRehabilitatedRemodeledReorganizedReplacedRestructuredRevampedRevitalizedSimplifiedStandardizedStreamlinedStrengthenedTransformedUpdatedUpgraded While "managed" may have a place on your resume (especially if it's a keyword), phrases like "Managed a team…" or "Managed employees…" are just reciting your job duties. Instead, you can show what an inspirational leader you were with terms like:
AlignedCultivatedDirectedEnabledFacilitatedFosteredGuidedHiredMentoredMobilizedMotivatedRecruitedShapedSupervisedTaughtTrainedUnifiedUnited Were you "responsible for" a great new partner, sponsor, source of funding, or client? Try: AcquiredClosedForgedNavigatedNegotiatedPartneredPitchedSecuredSignedSourcedUpsold Because monitoring the phones, answering questions, or providing customer service really means you're advising customers and meeting their needs, use: AdvisedAdvocatedCoachedConsultedEducatedFieldedInformedRecommendedResolved Did your job include research, analysis, or fact-finding? Mix up your verbiage with these words:
AnalyzedAssembledAssessedAuditedCalculatedCompiledDiscoveredEvaluatedExaminedExploredForecastedIdentifiedInterpretedInterviewedInvestigatedMappedMeasuredModeledProjectedQualifiedQuantifiedReportedSurveyedTestedTrackedVisualized Was writing, speaking, lobbying, or otherwise communicating part of your gig? You can explain just how compelling you were with words like: AuthoredBriefedCampaignedCoauthoredComposedConveyedConvincedCorrespondedCounseledCritiquedDefinedDocumentedDraftedEditedIllustratedLobbiedOutlinedPersuadedPresentedPromotedPublicizedReviewedWrote Whether you enforced protocol or managed your department's requests, describe what you really did, better, with these words: AdjudicatedAuthorizedBlockedDispatchedEnforcedEnsuredInspectedItemizedMonitoredScreenedScrutinizedVerified Did you hit your goals? Win a coveted department award? Don't forget to include that on your resume, with words like:
AttainedCompletedDemonstratedFinishedEarnedExceededOutperformedOvercameReachedShowcasedSucceededSurpassedTargetedWon Want to give your brand videos a cinematic edge? Join our visual experts and special guests for an info-packed hour of insights to elevate your next video project. Tune in on June 24 at 11am ET.Register NowEnjoy sharper detail, more accurate color, lifelike lighting, believable backgrounds, and more with our new model update. Your generated images will be more polished than ever.See What's NewExplore how consumers want to see climate stories told today, and what that means for your visuals.Download Our Latest VisualGPS ReportWant to give your brand videos a cinematic edge? Join our visual experts and special guests for an info-packed hour of insights to elevate your next video project. Tune in on June 24 at 11am ET.Register NowEnjoy sharper detail, more accurate color, lifelike lighting, believable backgrounds, and more with our new model update. Your generated images will be more polished than ever.See What's NewExplore how consumers want to see climate stories told today, and what that means for your visuals.Download Our Latest VisualGPS ReportWant to give your brand videos a cinematic edge? Join our visual experts and special guests for an info-packed hour of insights to elevate your next video project. Tune in on June 24 at 11am ET.Register NowEnjoy sharper detail, more accurate color, lifelike lighting, believable backgrounds, and more with our new model update. Your generated images will be more polished than ever.See What's NewExplore how consumers want to see climate stories told today, and what that means for your visuals.Download Our Latest VisualGPS Report Updated on 30 December 2024Language matters in a resume.Imagine this:You're a busy HR manager, and you read hundreds, even thousands, of resumes every day.And every single one of them sounds the same."Responsible for""Critical Thinker""Team Player"You're bound to see these words on just about every single resume.And guess what? They're boring.That's where power words come in. They make your responsibilities and achievements really pop!So, do you want your resume to really stand out? Use some of these 340+ action words:Why Power Words MatterHow to use Resume Action Words [+Examples & Tips]340+ Resume Action Verbs And Power Words [w/ Examples]Resume Power AdjectivesResume Buzzwords to AvoidPower words help show off your top achievements in the best way possible.Don't believe us? Let's compare an example with and without power words.Spearheaded company X's content marketing operations.Responsible for content marketing at company X.See the difference? Both of these examples say exactly the same thing.The main difference is that the second wording makes you seem a LOT more competent.Something to keep in mind - power words, action words, action verbs, and so on are synonyms. So, don't be surprised to see that we use them interchangeably in this article!Other than allowing you to stand out, action words can also be used to say one thing in different ways. We've seen way too many resumes that have "Responsible for" all over the place!So, instead of:Responsible for managing company X's Instagram account.Responsible for connecting with influencers in the niche.You could say:Managed company X's Instagram account.Connected with popular influencers in the niche.In this article, we have conveniently grouped 340+ action words to help you upgrade your resume descriptions:Resume Power Words for Team Work and CommunicationResume Action Words Management and Leadership AchievementsResume Power Words to Showcase your CreativityResume Power Words for Problem Solving AccomplishmentsResume Action Verbs for Research, Analysis, and PlanningResume Power Verbs for "Support"Resume Power Words to Use Instead of "Improved"Resume Power Words to Use Instead of "Responsible For"Resume Action Words to Use Instead of "Worked On"Resume Action Verbs that Mean "Use"Resume Power AdjectivesAction words can really spice up your resume if done right.Now, we're going to explain all the do's and don't of using power verbs...The type of power words you use will depend on the position you are applying for. Do a detailed scan of the job posting and single out the key responsibilities and requirements. Determine which of your abilities and experiences apply to those job requirements. Then, look for power words in our list that describe those achievements. Pretty straightforward, right?Although the power words will be specific to the position you are applying for, there are some general rules to follow: Choose resume power words that can be measured. This way you can follow the power word with a tangible achievement, for example: "enhanced customer base by 35%."Don't use subjective words. "I'm amazing at", "I'm incredible at" aren't as pleasing to hear as you might think. These statements make you appear self-involved, which recruiters find appalling. Don't tell them you're amazing, show them with a measurable power word!Sadly, just like with anything good in life, action words will lose their value if you overdo it. Instead of power words, they'll just look like sprinkled mambo-jumbo that doesn't mean anything.Also, your resume is swamped with power words, your hiring manager might get turned off and think you're trying too hard. A good rule to follow is to not add more than one or two action verbs in a sentence. Use them appropriately and moderately. If your job was to give guidance or communicate information to a team, you:1. Advised2. Advocated3. Clarified4. Corresponded5. Defined6. Gathered7. Ignited8. Informed9. Interpreted10. Persuaded11. PublicizedGathered external data for the project-planning personnel and advised on the implementation of capital projects. When you were part of a team:12. Aided13. Enabled14. Encouraged15. Facilitated16. Fostered17. Inspired18. Supported19. CollaboratedMade a $6M merger through collaboration with an international team.When you supervised a team: 20. Guided21. Evaluated22. Instructed23. Mentored24. Motivated25. Regulated26. TaughtMentored 5 startup founders in the last 2 years. When you reach a goal:27. Achieved28. Attained29. Strengthened30. Initiated31. Coordinated32. Developed33. Managed34. OrchestratedCoordinated data integrity within the company's applicant tracking system. Strengthened the sales and service culture through coaching and guidance. When you gave a different approach to solving a problem:35. Implemented36. Recommended37. Overhauled38. Improved39. Streamlined 40. PrioritizedImproved and tuned networking equipment and overall computer network. When you worked with other people:41. Motivated42. Supervised43. Delegated44. ChairedSupervised and motivated a team of 5+ sales associates. When you helped the company innovate or launch something new:45. Conceptualized46. Designed47. Devised48. Determined49. Drafted50. Formulated51. Introduced52. Initiated53. Launched54. Originated55. SpearheadedDesigned a new feature on a mobile equation solving app. When you worked on an established idea:56. Adapted57. Applied58. Built59. Condensed60. Customized61. Fashioned62. Integrated63. Modified64. Patched65. Piloted66. Shaped67. RevitalizedBuilt the company sales processes ground-up.When you introduced a finished project:68. Displayed69. Modeled70. Launched71. Performed72. PioneeredLaunched an e-commerce website to take the company business online. When you worked with data, statistics or numbers: 73. Audited74. Budgeted 75. Calculated76. Converted77. Crafted78. Documented79. Estimated80. Inventoried81. Programmed 82. Projected 83. Recorded84. VerifiedCalculated monthly and quarterly investment forecasts.When you corrected mistakes and errors:85. Debugged86. Diagnosed87. Established88. Fixed89. Rectified90. Lessened91. Reconciled92. Remodeled93. Rebuilt94. Upgraded95. CorrectedDebugged internal operating system issues, reducing company cost by 15%When you kept company processes flowing seamlessly: 96. Conserved97. Maintained98. Operated99. Regulated100. Refined101. Simplified102. StandardizedMaintained design production under an extremely tight budget. When you prepared or helped prepare an event:103. Assembled104. Conducted105. OrganizedOrganized meetings and handled all correspondence for the Scranton branch.When you analyzed a new idea:106. Experimented107. Detected108. Discovered109. Measured110. Mapped111. Probed112. Searched113. Surveyed114. StudiedSurveyed and documented weekly performance reports on a new marketing strategy.When you analyzed existing practices and ideas:115. Analyzed116. Assessed117. Clarified118. Checked119. Examined120. Explored121.Evaluated122. Investigated123. Quantified124. Reviewed125. Tested126. Tracked127. ConvertConverted data into actionable insight, boosting revenue by 5%When you contributed to solving a problem:128. Critiqued129. Diagnosed130. Identified131. Invented132. Proved133. SolvedProvided an extraordinary customer service experience, solved customer issues and upsold other products or services. When you were supportive of others through words: 134. Advised135. Answered136. Clarified137. Motivated138. Collaborated139. Fielded140. Guided141. Intervened142. Referred143. ResolvedMotivated co-workers by rewarding positive behavior, encouraging optimism and stimulating teamwork.When you were supportive of others through actions: 144. Aided145. Assisted146. Contributed147. Provided148. VolunteeredVolunteered in 3 non-profit social organizations.When you taught others:149. Coached150. Counseled151. Demonstrated152. Educated153. Informed Consulted 5 startups that became successful scaleups in Europe and together received investments of over €28 million.Did you leave the company you worked for better than when you came in? That's cool, but if you say you "improved" something four times in a row, it loses its impact.Use the list below to mix it up:154. Amplify155. Boosted 156. Converted157. Customized158. Elaborated159. Grew160. Integrated161. Lifted162. Merged163. Overhauled164. Raised165. Redesigned166. Refined167. Remodeled168. Reorganized169. Restructured170. Revamped171. Saved172. Slashed173. Streamlined174. Strengthened175. Updated176. Upgraded Boosted the AdWords click-through rates (CTR) from 25% to 37% without additional costs, which increased monthly sales by $5,000. Using "responsible for" in a resume gets old fast. Instead, use these alternative verbs that *pop*:177. Accomplished178. Acquired179. Achieved180. Acted As181. Completed182. Created183. Executed184. Finished185. Forged186. Made187. Navigated188. Negotiated189. Operated190. Partnered191. Performed192. Prepared193. Produced194. Secured195. Succeeded In196. UndertookNavigated three simultaneous projects between 3 departments within the budget limit. Most of your job descriptions will be describing things you contributed to. This makes it tough to be original and show value.In this case, you should try to be as specific as possible by giving details about your accomplishments. Here's a list to help you replace the overused "worked on" and show value:197. Arranged198. Compiled199. Composed200. Constructed201. Created202. Developed203. Engaged In204. Fashioned205. Forged206. Formulated207. Made208. Made Progress On209. Operated210. Organized211. Perfected212. Prepared213. Pursued214. Put Together215. Set-Up216. UndertookCreated over 25 professional logos for companies in multiple industries, from small startups to large corporations.Instead of "utilize" or "use" replace them with these power words:217. Apply218. Adopt219. Deploy220. Employ221. Exert222. Handle223. Mobilize224. Operate225. Promote226. Profit by227. Put to Use228. Restore229. Revive230. Resort to231. Specialize inHandled full sales cycle for the company's three biggest clients.Power adjectives have the same function as power verbs, but instead, they are…you guessed it: adjectives.Unlike power verbs, you can use power adjectives beyond describing Professional Experience.In this section, we'll cover how to use power adjectives in your resume summary, professional experience, and skills.Then, we're going to give you a complete list of the best power adjectives you can use in your resume.The resume summary section is a short pitch to your prospective employer. You use it to summarize your most relevant experience, skills, and achievements.When done right, adding some power adjectives can help your resume summary stand out.Take a look at these examples:Caregiver with 5+ years of extensive experience. Recognized for providing heartfelt emotional support to clients. Loving caregiver who has been working in an elderly home for 5 years. The perfect choice for delivering emotional support to clients.The first example focuses on the candidate's personal qualities, rather than her skills. Whereas the second example is professional and leaves a much more powerful impact. Want to know how to write the perfect summary for your resume?Check out our complete guide, filled with professional examples and practical tips!When you are describing your professional experience, power adjectives should be used sparingly. You already have plenty of action verbs in there, so don't double down on the power words by adding an adjective. It's either one or the other. Take a look at this example on how they can be strategically placed in a job description:Developed harmonious relationships with 70% of the patients, resulting in higher overall patient happiness.Developed relationships with 70% of the patients, resulting in overall patient happiness.Don't use power adjectives as a skill on their own. Don't list "Intelligent" or "Professional" as a skill. Those are subjective personal traits.Instead, use power adjectives only when they affirm your competency in another skill.For example:French and German vs Fluent in French and German Management skills vs Strong Management Skills Are you constantly doing work that calls for putting your thinking hat on? This list is perfect for describing the detailed, calculating tasks you complete on a daily basis. They're usually valuable for industries that require complicated critical thinking: IT, finance, telecommunications, engineering. 232. Astute233. Insightful234. Methodical235. Practical236. Calculating237. Intelligent238. Meticulous239. Shrewd240. Complex241. Investigative242. Objective243. Strategic244. Discerning245. Logical246. Perceptive247. ThoughtfulUse the adjective list below to describe creative work: 248. Cutting-edge 249. Imaginative 250. Novel 251. Sophisticated 252. Elegant 253. Ingenious 254. Progressive255. Unique 256. First-class 257. Innovative 258. Revolutionary 259. Unprecedented 260. Groundbreaking 261. Inventive 262. Robust 263. World-class264. Accomplished 265. Economical 266. Instrumental267. Skilled 268. Adept 269. Expert 270. Productive 271. Skillful 272. Advanced 273. Fluent 274. Proficient 275. Strong 276. Competent 277. Ideal 278. Profitable 279. Superior 280. Constructive 281. Industrious 282. Significant 283. Qualified 284. Cost-effective 285. Influential 286. Smooth 287. QualityRecruiters love seeing genuine interest from a candidate. The words below are great for showing your dedication and high-spirits:288. Committed289. Devoted 290. Genuine291. Sincere 292. Dedicated 293. Earnest 294. Keen 295. Spirited 296. Determined 297. Energetic 298. Passionate 299. WholeheartedAre you a diligent and driven person? Are you prepared to pull up tiring all-nighters to complete important projects? Here are some adjectives that compliment your hard work: 300. Alert 301. Driven 302. Motivated 303. Thorough 304. Attentive305. Enterprising 306. Persistent 307. Tireless 308. Concerted 309. Focused 310. Studious 311. Vigorous312. Businesslike313. Detail-oriented314. Smooth315. Systematic 316. Controlled 317. Orderly 318. Step-by-step 319. Timely 320. Detailed 321. Precise 322. StructuredBeing friendly, understanding and sociable are key qualities for anyone working in a team setting or with customers and clients on a daily basis. Use these words to help describe your skills:323. Amiable324. Cheerful 325. Cooperative 326. Personable 327. Amicable 328. Clear 329. Cordial 330. Pleasant 331. Articulate 332. Coherent 333. Courteous 334. Positive 335. Calm 336. Cohesive 337. Diplomatic 338. Respectful 339. Charming 340. Conscientious 341. Harmonious 342. Team-mindedBuzzwords are the opposite of power verbs.They're boring, overused, and hated by managers world-wide.Here are some of the most popular buzzwords you should avoid:Excellent Go-Getter Hard workerStrategic thinkerOutside the boxResponsible forExpertInnovativeSpecialized inCreativeSynergizedGo ToResults-drivenTeam PlayerDetail OrientedFocusedNinjaSuper GreatIn charge of Here's everything we learned in this article:You can use power words to spice up your resume and add variety to your language. They are mostly verbs but can also be adjectives.To decide which power words to use, do a detailed scan of the job listing and identify the key responsibilities the employer is looking for. Your power words will be emphasizing how you have shown these traits. Be careful not to use more than one power word per sentence.Try using power verbs more often than power adjectives. It's all about action!Looking for more ways to improve your resume?Suggested readings: