

POWERHOUSE BUZZWORDS

Your resume is your sales literature. Certain words evoke confidence and authority. When explaining how you used the skills needed for a job, be sure to start each sentence with an action verb, such as...

Achieved...
Adapted...
Advised...
Analyzed...
Assisted...
Built...
Completed...
Controlled...
Convinced...
Coordinated...
Counseled...
Created...
Decided...
Delivered...
Designed...
Developed...
Directed...

Employed...
Equipped...
Established...
Evaluated...
Expanded...
Experienced...
Generated...
Guided...
Handled...
Improved...
Initiated...
Investigated...
Learned...
Led...
Maintained...
Managed...
Operated...

Organized...
Performed...
Persuaded...
Planned...
Processed...
Produced...
Reduced...
Repaired...
Researched...
Served...
Set up...
Sold...
Supervised...
Taught...
Trained...
Treated...
Wrote...