

RESUMÉ POWER WORDS

COLLEGE EDITION



***Emphasize WHAT you achieved &
HOW you achieved it***





RESUMÉ POWER WORDS

Your resumé is key to opening doors in your job search. Whether you choose paper, web-based or video format, you need a resumé. And while your resumé needs to represent you, it is really about your future employer.

Job-seekers with resumes that show employers their ability to make things happen are the candidates who land interviews and jobs. These resumes **emphasize and balance what—what happened, what results were obtained—and how—how you attained the results.** These resumes use Power Words.

Power words are mostly verbs, and some do a better job of delivering interviews and job offers. But which ones?

As a first-time job-seeker with limited work experience, you are probably wondering how you can write a balanced power word resume. This guide will show you how.

◆—————◆

Jane Horowitz has championed college students in their job searches from colleges and universities across the country, and with majors from engineering to fine arts, from computer design to banking. Jane has made a measurable and lasting difference in college students' lives.

SOME OF THE POWER ACTION WORDS YOU'LL FIND ON ATTENTION-GRABBING RESUMES

ACCELERATED ACHIEVED ADVANCED ADVOCATED
 AMPLIFIED ATTAINED AWARDED BOOSTED BUILT
 CENTRALIZED CHANGED CLEARED COMPLETED
 CONSERVED CONVERTED CREATED DECREASED DEFENDED
 DEFINED DELIVERED DEMONSTRATED DEvised DIAGNOSED
 DIFFERENTIATED EARNED ELIMINATED ESCALATED
 EXCEEDED EXECUTED EXPANDED FORMED
 FOSTERED FOUNDED FURTHERED GAINED GENERATED
 GREW HEADED IMPROVED INITIATED INSTITUTIONALIZED
 INTEGRATED INTRODUCED INVENTED INVESTED
 LAUNCHED MET NETTED OPENED OPTIMIZED OUTPACED
 OUTPERFORMED PACKAGED PERFORMED PIONEERED
 POSITIONED PROCURED PRODUCED PROGRESSED
 PROMOTED PROVED REACHED RECEIVED RECRUITED
 REDUCED RENEWED RESULTED RETAINED SAVED SECURED
 SELECTED SHIFTED SHOWCASED SIMPLIFIED SOLD SOLVED
 SOURCED SPEARHEADED STANDARDIZED STARTED
 STIMULATED SUCCEEDED SURPASSED SYSTEMATIZED
 TARGETED TIGHTENED TURNED

WHAT

ALIGNED ANALYZED ANTICIPATED ASSEMBLED
 AUTHORED AVOIDED BRIEFED BROKERED
 CALCULATED CAMPAIGNED CHAIRED COACHED
 COLLABORATED COMPOSED CONSOLIDATED
 CONTRIBUTED CONTROLLED CONVENED CONVEYED
 CONVINCED COORDINATED CREATED CULTIVATED
 DESIGNED DEVISED DIRECTED DISCOVERED
 ENABLED ENGAGED ENGINEERED ENSURED
 ESTABLISHED EVALUATED EXAMINED EXECUTED
 EXPLORED FACILITATED FOCUSED FORECASTED
 FORMALIZED GUIDED HEADED HIGHLIGHTED HIRED
 IDENTIFIED IMPLEMENTED INCORPORATED
 INSPIRED INTERPRETED INTRODUCED INVESTIGATED
 LESSEned MAPPED MEASURED MOBILIZED
 MONITORED MOTIVATED NAVIGATED NEGOTIATED
 OVERSAW PARTNERED PERSUADED PRESENTED
 PREVENTED PRIORITIZED PRODUCED PROGRAMMED
 PROTECTED QUALIFIED QUANTIFIED RECONCILED
 RECRUITED REGULATED REPRESENTED REVIEWED
 SERVED SHAPED SPECIFIED SUPERVISED SURVEYED
 TAUGHT TESTED TRACKED TRAINED UNITED

HOW



RESUMÉ POWER
WORDS

When you've led, managed, worked in teams...

WHAT DID YOU MAKE HAPPEN? WHAT WERE THE RESULTS?

Activated ▪ Attained ▪ Changed ▪ Completed ▪ Converted
 Decreased ▪ Defended ▪ Defined ▪ Delivered ▪ Devised ▪ Differentiated
 Eliminated ▪ Escalated ▪ Established ▪ Exceeded ▪ Expanded
 Increased ▪ Gained ▪ Grew ▪ Influenced ▪ Invested ▪ Maintained ▪ Met
 Negotiated ▪ Netted ▪ Optimized ▪ Outpaced ▪ Performed ▪ Persuaded
 Produced ▪ Progressed ▪ Promoted ▪ Received ▪ Recognized
 Reduced ▪ Renewed ▪ Restructured ▪ Resulted ▪ Retained ▪ Revitalized
 Saved ▪ Secured ▪ Selected ▪ Sold ▪ Solved ▪ Standardized
 Strengthened ▪ Succeeded ▪ Surpassed

HOW DID YOU DO IT?

Adapted ▪ Administered ▪ Aligned ▪ Analyzed ▪ Assembled ▪ Chaired
 Coached ▪ Commanded ▪ Controlled ▪ Coordinated ▪ Cultivated
 Delegated ▪ Directed ▪ Enabled ▪ Engaged ▪ Evaluated ▪ Executed
 Facilitated ▪ Fostered ▪ Guided ▪ Headed ▪ Hired ▪ Inspired ▪ Mentored
 Mobilized ▪ Monitored ▪ Motivated ▪ Operated ▪ Orchestrated
 Organized ▪ Oversaw ▪ Planned ▪ Produced ▪ Programmed ▪ Recruited
 Represented ▪ Reorganized ▪ Restructured ▪ Scheduled ▪ Shaped
 Showcased ▪ Spearheaded ▪ Supervised ▪ Taught ▪ Trained ▪ Unified

EXAMPLES

- ◆ Mobilized campus-wide effort that accelerated the placement of blue light call boxes on campus.
- ◆ Eliminated 2% error rate by evaluating insurance card reissuing process, and identifying software program problem.



Hiring managers look for young professionals who have experience working in teams; leading and managing projects and initiatives; and seeing projects through to completion.

As you write your resumé, ask yourself:

- ◆ Were you in charge of a project for your fraternity/sorority/school club from start to finish?
- ◆ At your internship or one of your jobs, were you given a special project or assigned to a more challenging task than your peers?
- ◆ If you participated in sports, were you captain or co-captain? Have you participated in a school-wide competition?
- ◆ In school or in a previous job, were you in a leadership role?
- ◆ Have you worked on an assignment at a job or in school where you were part of a team? What was your role on the team?



**RESUMÉ POWER
WORDS**

When you persuasively communicate you...

WHAT DID YOU MAKE HAPPEN? WHAT WERE THE RESULTS?

Accelerated ▪ Addressed ▪ Amplified ▪ Averted ▪ Awarded ▪ Balanced
 Changed ▪ Cleared ▪ Completed ▪ Converted ▪ Decreased
 Defined ▪ Defused ▪ Delivered ▪ Differentiated ▪ Doubled ▪ Earned
 Eliminated ▪ Escalated ▪ Established ▪ Exceeded ▪ Expanded
 Increased ▪ Inspired ▪ Gained ▪ Grew ▪ Launched ▪ Met ▪ Netted
 Optimized ▪ Performed ▪ Produced ▪ Progressed ▪ Promoted ▪ Received
 Recognized ▪ Reduced ▪ Resulted ▪ Retained ▪ Saved ▪ Secured
 Selected ▪ Showcased ▪ Stimulated ▪ Strengthened ▪ Simplified ▪ Sold
 Solved ▪ Surpassed ▪ Transformed ▪ Unified

HOW DID YOU DO IT?

Advised ▪ Advocated ▪ Amplified ▪ Anticipated ▪ Appraised
 Arranged ▪ Authored ▪ Briefed ▪ Campaigned ▪ Coached
 Co-authored ▪ Composed ▪ Conveyed ▪ Convinced ▪ Corresponded
 Counseled ▪ Critiqued ▪ Defined ▪ Demonstrated ▪ Directed
 Documented ▪ Edited ▪ Educated ▪ Enlisted ▪ Entertained ▪ Facilitated
 Fielded ▪ Fundraised ▪ Illustrated ▪ Informed ▪ Instructed ▪ Integrated
 Interpreted ▪ Lectured ▪ Lobbied ▪ Mediated ▪ Moderated
 Negotiated ▪ Persuaded ▪ Predicted ▪ Promoted ▪ Publicized ▪ Raised
 Recruited ▪ Reviewed ▪ Sponsored ▪ Taught ▪ Tutored ▪ Translated

EXAMPLES

- ◆ Launched a social media campaign that received 5,000+ signatures, and convinced the university to reinstate a respected professor.
- ◆ Tutored 3 freshman engineering students, all who were able to raise their test scores and maintain an acceptable GPA.



Communication! Every job demands that you be a persuasive communicator. You need to demonstrate to employers that you can organize and present your thoughts and ideas.

As you write your resumé, ask yourself:

- ◆ Were you able to gain commitment and support for an idea?
- ◆ Did you write an honor thesis? Articles for the school paper? Do you have a blog?
- ◆ Did you work on a project that was presented to business leaders?
- ◆ Were you an RA? On a committee? Support a candidate?
- ◆ Have you been in a leadership position in your fraternity or sorority or school club?



RESUMÉ POWER
WORDS

Critical thinking and problem-solving means...

WHAT DID YOU MAKE HAPPEN? WHAT WERE THE RESULTS?

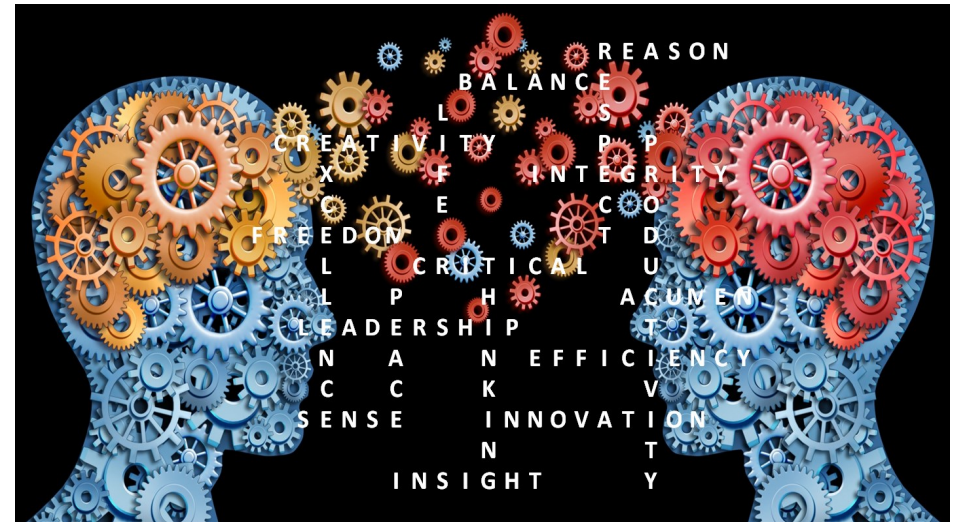
Advanced ▪ Amplified ▪ Automated ▪ Awarded ▪ Clarified ▪ Completed
Concluded ▪ Defended ▪ Delivered ▪ Differentiated ▪ Doubled ▪ Earned
Ensured ▪ Exceeded ▪ Gained ▪ Grew ▪ Identified ▪ Increased ▪ Netted
Optimized ▪ Performed ▪ Produced ▪ Progressed ▪ Promoted ▪ Proved
Published ▪ Received ▪ Recognized ▪ Reduced ▪ Related ▪ Resulted
Retained ▪ Saved ▪ Secured ▪ Selected ▪ Solved ▪ Targeted ▪ Validated

HOW DID YOU DO IT?

Abstracted ▪ Administered ▪ Analyzed ▪ Applied ▪ Appraised
Assembled ▪ Assessed ▪ Audited ▪ Built ▪ Calculated ▪ Catalogued
Charted ▪ Classified ▪ Created ▪ Compiled ▪ Conceptualized
Contributed ▪ Diagnosed ▪ Discovered ▪ Designed ▪ Devised
Documented ▪ Engineered ▪ Equated ▪ Evaluated ▪ Examined
Experimented ▪ Explored ▪ Extracted ▪ Formalized ▪ Founded
Implemented ▪ Interpreted ▪ Indexed ▪ Initiated ▪ Instituted
Investigated ▪ Launched ▪ Logged ▪ Mapped ▪ Measured ▪ Modeled
Organized ▪ Observed ▪ Prioritized ▪ Qualified ▪ Quantified ▪ Recorded
Researched ▪ Screened ▪ Summarized ▪ Surveyed ▪ Synthesized
Systemized ▪ Tabulated ▪ Theorized ▪ Tested ▪ Tracked

EXAMPLES

- ◆ Devised a qualitative study, conducted market research and presented findings to local business owners.
- ◆ Reduced average call times by automating and institutionalizing a new process for collecting, tracking and responding to customer complaints.



Employers want to hire young professionals they know can assess a situation, explore possibilities, seek multiple perspectives, gather more information, identify key issues that need to be addressed and solved, and bring ideas to life.

As you write your resumé, ask yourself:

- ◆ In work or school, did you conduct research, analysis or fact-finding?
- ◆ How did you approach a difficult problem at work or in school? What were the results?
- ◆ Can you describe a situation where it was up to you to make the decision? What did you do?
- ◆ Did you develop, create or introduce an idea or concept to the project team or supervisor?



When you are resourceful, motivated and show initiative...

WHAT DID YOU MAKE HAPPEN? WHAT WERE THE RESULTS?

Addressed ▪ Advanced ▪ Boosted ▪ Built ▪ Charted ▪ Conceived
Created ▪ Designed ▪ Developed ▪ Devised ▪ Established ▪ Expanded
Formed ▪ Founded ▪ Furthered ▪ Gained ▪ Improved ▪ Installed
Introduced ▪ Invented ▪ Invested ▪ Launched ▪ Opened ▪ Pioneered
Produced ▪ Progressed ▪ Reduced ▪ Resulted ▪ Retained ▪ Resolved
Revitalized ▪ Revolutionized ▪ Secured ▪ Showcased ▪ Simplified
Spearheaded ▪ Stimulated ▪ Solved ▪ Transformed ▪ Turned

HOW DID YOU DO IT?

Analyzed ▪ Anticipated ▪ Arranged ▪ Assembled ▪ Campaigned
Convinced ▪ Cultivated ▪ Designed ▪ Detected ▪ Diagnosed
Directed ▪ Implemented ▪ Incorporated ▪ Inspired ▪ Instigated
Instructed ▪ Leveraged ▪ Located ▪ Originated ▪ Persuaded ▪ Pioneered
Planned ▪ Predicted ▪ Produced ▪ Recognized ▪ Supervised ▪ Surveyed
Tested ▪ Uncovered

EXAMPLES

- ◆ Increased music school enrollment by creating simplified guitar-teaching methods for beginners and showcasing techniques at well-attended art fair.
- ◆ Formed the Saint for a Saint on-campus program, convincing sororities to adopt it and help raise funds to support at risk youth.



Being a self-starter is important in the workplace. Self-starters understand their job, can work without hands-on instruction, and look beyond their job to identify opportunities.

As you write your resumé, ask yourself:

- ◆ Have you been in a situation where you did not get enough information to complete a task? What did you do?
- ◆ Did you envision and bring to life a new idea? Or, a new way of doing something?
- ◆ Did you take on new responsibilities at work?
- ◆ Have you volunteered for something no one else wanted to do?