

Is Your Resume "Verb Injected"?

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So, you want your resume to stand out, right? By using simple **action-packed words** in your resume, you can make a valuable distinction between yourself and the other fish in the sea.

Here's how!

Print out your old resume and this article. Walk through each of your job duties at each employer, one-by-one.

Now, strategically incorporate any of these "action verbs" in the left-most position of your resume, thereby catching the eye of the hiring authority as they scan down the page. Ideally, your job duties shown for each employer should not be listed in paragraph form, rather list them in **bullet list form** as this allows for much easier reading.

Use **appropriate** verbs and adjectives where possible. The rule here is to simply **"pepper" your resume** with strong action words. Use care to keep from using too many, as the end result would not read well. Typically, you would want to pick about **10** action words out of the list below to embellish your newly updated resume. **Action words speak powerfully.**

Remember, "Truth in Advertising" should be your honorable pursuit as you consider each word. Your choices should reflect an accurate picture of you and your work.

A	E	L	S
Accelerated	Effectively	Launched	Served
Accomplished	Elaborated	Lobbied	Shaped
Achieved	Elicited	M	Shepherded
Advocated	Embellished	Magnified	Significantly
Aggressively	Encouraged	Managed	Sealed
Amplified	Energetically	Maximized	Spearheaded
Anticipated	Enriched	Measurable	Steered
Arbitrated	Enthusiastically	Mentored	Strategically
Articulated	Exceeded	Motivated	Streamlined
Augmented	Excellently	N	Strengthened
Authored	Exceptionally	Navigated	Strong
Awarded	Executed	Notable	Successfully
B	Explored	O	Supported
Benchmarked	F	Orchestrated	T
Bolstered	Focused	Overcame	Tackled
C	Forged Ahead / Through	Overhauled	Tailored
Challenged	Formalized	Oversight	Teamed with
Collaborated	Fortified	P	Thriving
Commendable	Fruitful	Passionately	Top Quality
Commended for...	G	Persevered	Top Tier
Commissioned	Galvanized	Pioneered	Transformed
Competently	Governed	Positively	Trusted
Confidently	Guided	Proactively	U
Conscientiously	H	Productive	Unified
Critiqued	Hands-on	Proficient	V
Cultivated	I	Pursued	Validated
D	Impactful	Q	Valuable
Dedicated	Improved	Quality	
Delivered	Influenced	R	
Demonstrated	Initiated	Recommended	
Dependably	Innovated	Reliably	
Designated	Instituted	Remedied	
Devised	Intently	Resourcefully	
Diagnosed	Interpreted	Respected	
Discovered			
Divested			