

RESUME WRITING



Session – 1

Use of Templates



Resume

- Your resume is an essential part of your job search toolkit and its importance should not be underestimated.
- You will need one for whatever kind of job you are looking for.
- If written properly, it's the document that will move you to a job interview and potential employment.

When to use a template?

- First and foremost, the formatting has already been done and when you don't want to start with a blank page, which is overwhelming, and you want to start with something that you go in and replace with your own wording, that's one load off your shoulders.
- Professional resume writers, however, are "experts" at using Microsoft Word to "add touches here and there, whether it's lines or shadings or whatever. Professional resume writers are sharing their tools with job seekers so they can use the resume templates, where indenting is already done, or where there might be bold formatting. Here, templates are used instead as a tool, just like you'd use your computer.



Templates

- Use templates as a tool to set up an initial resume that they can then share with a certified professional resume writer who can apply his objective expertise.
- It's a quick and easy way to create a resume, allowing you to focus on what's most important: the content.
- The downside is that your resume will look like all the rest of the people. Fortunately, there's a balance, if you know how to use these templates resourcefully. Consider these five tips for getting your resume in line:



1. Don't color inside the lines

- Just because something is formatted a certain way in a template doesn't mean you have to keep it that way. Use it as a guideline and idea generator, and then play by your own rules.
- If you are using a template for a chronological resume, mash it up to create a combination resume that better illustrates your skills. Don't like the font? Change it. Add a border. Take away the section dividers. Make the template your own.



2. Go off the beaten path

- Many people use Microsoft Word templates. So find another less-used template to stand out.
- Even looking on Google Docs can give you some templates that are slightly different from the norm.



3. Make your own

- You can look at a variety of templates for ideas, then build your own without filling in the blanks.
- Cut and paste the parts you like into a new document, and make sure your end product looks cohesive (with the same font and size throughout) and attractive.

4. Use resume-builders

- Most job boards offer their own resume generators that give you the opportunity to fill in blanks using your information. It might be easier to use these generators since most of your job applications will be done through sites like these, even if it means a little extra work up front.
- Some text files and PDFs don't render well when uploaded to job sites, so these builders might help you ensure that your information comes out reader-friendly. Another option is a resume builder site like LiveCareer.com, which creates your resume as you input details.



5. Skip the resume altogether

- Depending on which industry you're in, you might be able to get away with using a site like About.me to highlight your experience.
- This works best in creative or writing jobs, where you can show off work samples rather than just listing a point-by-point career history.
- These sites are visually appealing, and give some respite to hiring managers whose eyes cross after reading hundreds of resumes.

What to Keep in Mind

- Use the format that best highlights your work experience. If you don't have many roles under your belt, aim for a functional or combination resume rather than a chronological one.
- Avoid annoying buzzwords that turn off hiring managers. Be as specific as possible when elaborating on your skills and experience.
- The more concrete examples and numbers you can give, the more a potential employer can gauge whether or not you're a good fit for a company.



Advantages of Resume Template

- Building a resume is an overwhelming task. Readymade resume templates will make your CV writing much easier. These are the proper, pre-written CV formats that can be downloaded and edited to draft a perfect CV.
- Using these templates, you will save your time otherwise wasted on collecting the details for your CV, looking for the appropriate format, CV sections, etc.
- Professional appeal plays an important role in raising the quality of your application. Instead of starting with the blank sheet of paper, you can input your details in the template for giving it a professional look.
- Saves Time



Advantages of Resume Template

- Writing a resume without a template is much more difficult as compared to using a CV template. The mistakes in such resumes are reduced and the quality is undoubtedly raised. You will also save your time required for research.
- These templates are designed by professionals keeping in mind the current trends in the industry. They know what the employer is expecting in the CV and hence, it is always best to use these templates when making an application for any job.
- A well written resume with the help of professional resume templates can grab the attention of the employer and make good impression.

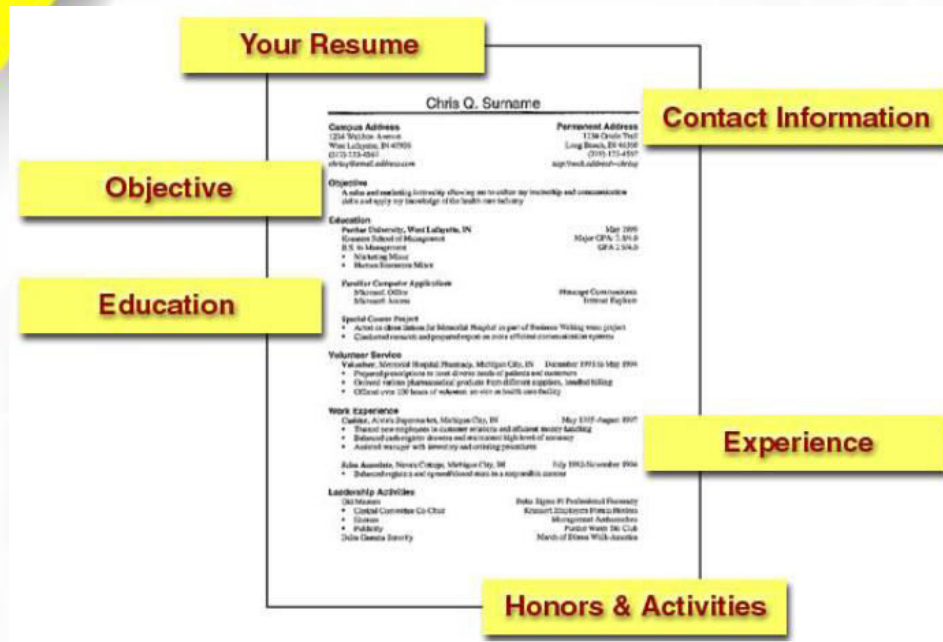


Why NOT to use a Resume Template

- When you use a resume template, or copy someone else's format, you're allowing someone else to dictate what you say about yourself and how you say it. You're squeezing yourself into a box that may or may not be a good fit for you. That doesn't make any sense.
- Templates shout, "I took a shortcut!"
- That's not to say you shouldn't take ideas from other resumes. By all means use resume samples for inspiration.
- But don't be afraid to take ideas from more than one resume, so that the resulting document suits you and not someone else.



Types of Resume



Types of Resume

Job seekers have three options when it comes to formatting their resume:

- **Chronological Resume**
- **Functional Resume**
- **Combination Resume**



1. Chronological Resume

- A chronological resume is the **most commonly used resume format among job seekers.**
- Also known as reverse chronological resume **presents your education and work experience information from newest (most relevant) to oldest (least relevant).**
- This means the resume will begin with your most recent qualification and end with your oldest qualification.
- This structure allows you to **present yourself in terms of your upward career mobility**, and is therefore particularly useful for entry to mid level applicants looking to boost their careers.



The Order of a Reverse-Chronological Resume

1. Contact Information

- When it comes to writing a resume, this section is as straightforward as it gets. Here are the essentials: Name, address, E-mail, and phone number. If you want to go above and beyond, then try adding a link to your personal website (if it's professional) or your LinkedIn profile.

2. Resume Introduction

- A chronological format allows you to choose between three resume introductions: **Career Objective, Professional Profile, and Qualifications Summary.** Each introduction comes with its own advantages and disadvantages based on the type of job seeker you are.



The Order of a Reverse-Chronological Resume

3. Professional Experience

- The professional experience section is the meat and potatoes of a reverse-chronological format. The goal here is not to provide a list of tasks you performed at your past jobs, but rather to **showcase your achievements and how you excelled in previous roles.**

4. Education Section

- Unless you are a student or a recent graduate, your education section does not have to be too detailed. Providing the name and location of your university, type of degree, when you graduated, and your GPA(if 3.0 or above) is usually enough.



The Order of a Reverse-Chronological Resume

5. Additional Skills (optional)

- Including an additional skills section to your resume allows you to add any extra skills that you did not have an opportunity to add elsewhere. Now of course, make sure the skills you add are somehow applicable to the position you are applying for.



When to use

I should use a reverse chronological resume format if...

- I want to demonstrate a vertical career progression.
- I want to apply to a job in a similar field.
- I don't have large work experience gaps



When NOT to use

I shouldn't use a reverse chronological style if...

- I have multiple gaps in my employment history.
- I am considering working in a new industry
- I frequently change jobs



HUMAN RESOURCES SAMPLE RESUME

6223 Buttonwood Drive, Chicago, IL 64405
(829)9929081
jessesloan@gmail.com

Human Resources Generalist with 6+ years of experience assisting with and fulfilling organization staffing needs and requirements. Aiming to use my dynamic communication and organization skills to achieve your HR initiatives. Possess a BA in Human Resources Management and a Professional in Human Resources certification.

PROFESSIONAL EXPERIENCE

MEADOW LABORATORIES

HR Generalist

Chicago, IL

September 2010 – Present

- Implement effective HR policies to ensure all practices are in compliance with labor and employment regulations.
- Increased employee retention above 90% by rigorously maintaining a positive work environment.
- Develop targeted outreach recruitment programs to recruit more minorities and meet affirmative action requirements.
- Created a website with an embedded database and FTP functionality to enable online recruitment for the organization and reducing recruitment costs by 10%.
- Develop user friendly application forms and questionnaires to be used by the organization during staff recruitment and interviewing.
- Arbitrate labor disputes in collaboration with the legal department.

TRENTON CHILDRENS HOSPITAL

Human Resources Intern

Boston, MA

September 2009 – August 2010

- Advised prospective employees on various tips and tricks that would assist them in gaining employment in the organization.
- Conducted several seminars for hospital employees to update them on employee benefit options.
- Invited 10+ motivational speakers and industry experts to give lectures and speeches to employees on new industry standards and how to build confidence and morale in the workplace.
- Updated 100+ employee records and job assignments daily.
- Relayed important messages from management to hospital employees quickly via word of mouth, memos and bulletin notices.

EDUCATION

MIAMI UNIVERSITY

Bachelor of Arts in Human Resource Management, June 2009

Miami, FL

- Graduated Summa Cum Laude.
- Captain of varsity baseball and rugby teams.

Additional Skills

- Superb typing skills (WPM:90)
- Proficient with Human Resource Management Systems Workday and Kronos.
- Skilled in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint).



2. Functional Resume

- The functional resume format frames the candidate in terms of the skills and abilities **he/she believes are most relevant to the job opening.**
- Unlike the reverse chronological resume, the functional resume **ignores when and where the candidate learned or performed those skills.**
- The candidate simply lists them at the top of the resume in order of most relevant to least relevant skills.
- Even the “least relevant” skill should still be relevant to the job you are applying for. “Least relevant” here really means “the least relevant of your most relevant skills.”



The Structure of a Functional Resume Format

1. Contact Information

- Adding your contact information is by far the easiest part of the resume writing process. Simply include your name, phone number, E-mail, and address, then you're ready to move on. In regards to styling, your name should be the largest text on the page (20-24pt font is a safe range).

2. Qualifications Summary

- For those of you with spotty employment records and periods of unemployment, the Qualifications Summary is an ideal way to begin your resume. It allows you to de-emphasize the specific dates that you've worked professionally, because your record may reveal gaps in employment.



The Structure of a Functional Resume Format

3. Relevant Skills

- The candidate's skills are more important than their work history in a functional resume format. The key to the skills section for a functional format is to first **choose at least three skills that are applicable to the job you are applying for.**

RELEVANT SKILLS

SALESMANSHIP

- Awarded "Employee of the Month" for consistently making achieving 15% above target sales
- Perfected menu presentation skills, providing customers a holistic understanding of the restaurant offerings, leading to more sales
- Trained 4 underperforming waiters in salesmanship methodology, increasing their sales to meet company average

TECHNICAL

- Experience with 3 types of POS Terminals, receipt roll replacement, and coffee machine cleaning
- Familiarity with common restaurant bread cutting machines, dishwashers, and knowledge of equipment cleaning processes
- Excellent basic math skills, able to calculate and split bills in the event of POS Terminal downtime

INTERPERSONAL

- Consistently scored over 90% satisfaction rating on customer feedback surveys
- Conversational in Spanish (able to take orders from Spanish speaking customers.)
- Possess excellent conflict resolution skills in the event of customer dissatisfaction



The Structure of a Functional Resume Format

4. Professional Experience (dates optional)

- **Missing Work Experience Concealer Tip #1: Label Your Period of Unemployment**
- You may have legitimate reasons for being unemployed — taking care of an ill relative, being a parent, doing an independent study, or being a full-time student. Use these to label your period of unemployment — here are some examples:
 - Full-Time Student
 - Independent Study
 - Full-Time Parent
 - Family Management (or Home Management)
 - Adventure Travel (or Travelled to...)
 - Personal Travel

Do not ever admit to being unemployed (even if due to a recession) or missing work due to an illness.



The Structure of a Functional Resume Format

5. Education (can also be #4)

- For a functional style, the Education section is all about the basics. Unless your educational experience directly relates to the job you are applying for then all you need to include is the name of the university or organization, city and state, the degree you received, date you graduated, and your GPA.



When to Use

I should use a functional resume format if...

- I have unusually large gaps in my employment history.
- I am in the midst of a big career change into a new industry.
- I want to promote a specific skill set.



When NOT to Use

I shouldn't use a functional resume format if:

- I want to highlight my upward career mobility.
- I am a student or entry-level candidate that lacks experience.
- I lack relevant or transferable skills



3. Combination Resume

- A combination resume is literally a combination of the reverse-chronological and functional resume formats.
- Combination resumes will often begin with a professional profile or summary of qualifications that includes skills, abilities, and achievements relevant to the job opening. (This is the functional part.)
- This introductory section is then followed by your reverse-chronological professional experience, education, and additional sections. (This is the reverse-chronological part.)



The Structure of a Combination Resume Format

1. Contact Information

- This section requires little explanation. Of course, it goes without saying that you should include your name, phone number, E-mail, and address. You may also want to consider adding a link to your LinkedIn profile or personal website.

The Structure of a Combination Resume Format

2. Professional Profile or Qualifications Summary

- As mentioned earlier, a combination resume needs to begin by emphasizing the candidate's transferable skills. There is no better way to do this than to start with a professional profile or qualifications summary. While both of these resume introductions have the same mission – to advertise your skillset – they differ in their method of delivery.
- A professional profile demonstrates your skills in terms of your previous position while a qualifications summary emphasizes what you were able to achieve by using those skills. The choice comes down to a matter of preference and how you would like to be framed in the eyes of the employer.



The Structure of a Combination Resume Format

3. Additional Skills

- In a combination format, the skills section comes before professional experience. As a mid to senior level candidate, you should have enough skills and abilities to fill both your resume introduction and skills section. **Always try to keep this section as organized as possible by grouping similar skills together.**



The Structure of a Combination Resume Format

4. Professional Experience

- This section is pretty straightforward across all resume formats. The goal of this section is to provide detailed and intriguing bullet points explaining your professional experience. **Avoid run-of-the-mill job duties, and instead try to focus on accomplishments.** Again, adding numbers wherever possible will strengthen your case and prove to the hiring manager that you are able to fulfill the needs of the position.



The Structure of a Combination Resume Format

5. Education

- The education section of a combination resume can be quite brief. Since you are already well into your career, the focus of your resume should remain on your work experience. Of course, if you completed any projects or papers pertinent to the job you are applying for, then be sure to add them.



When to Use

I should use a combination resume format if...

- I want to showcase a relevant and well-developed skill set.
- I want to transfer to a different industry.
- I am a master at what I do.



When NOT to Use

I shouldn't use a combination resume format if...

- I am a student or entry level candidate.
- I want to emphasize my educational experience.
- I lack relevant qualifications and skills.



The Three Resume Formats

Chronological format:

- Objective
- Summary
- Experience
- Education
- References

Functional format:

- Objective
- Accomplishments
- Capabilities
- Employment History
- Education
- References

The combined format

- Objective
- Summary
- Accomplishments
- Experience
- Education
- References

How to Choose the Best Resume Format

Each resume format has its own set of advantages and disadvantages for different kinds of job seekers, so be sure to choose wisely. Three types of resume are

- Chronological Resume Format Writing Guide
- Functional Resume Format Writing Guide
- Combination Resume Format Writing Guide

	Entry-Level/Student	Mid-Level	Executive/Specialist
Reverse-Chronological	✓	✓	✓
Functional			✓
Combination		✓	✓



Full Name
MBA (Core)

Email: acbd@gmail.com | **Tel:** 9899999999 | **Age:** 28

EDUCATION				
Qualification	Institute / Organization	Board / University	Year	% / CGPA
MBA	Narsee Monjee Inst. of Management Studies	NMIMS, Mumbai (India)	2010	4/4
B.Tech (Electronics)	BBB Institute of Technology	JNT University	2004	70.8%
Intermediate	ABC College	Board of Intermediate	2000	85.8%
Tenth	ABC School	AISSE (CBSE)	1998	83.2%

- Passed Level III of Chartered Financial Analyst Examination, CFA Institute, USA in June 2010 in 1st attempt.
- Passed Level II of Chartered Financial Analyst Examination, CFA Institute, USA in June 2009 in 1st attempt.
- Passed Level I of Chartered Financial Analyst Examination, CFA Institute, USA in December 2008 in 1st attempt.

SUMMER INTERNSHIP	ABC Company (May 2011 to Jul 2011)
<ul style="list-style-type: none"> • In depth Industry analysis of Energy sector using Top-down approach • Equity research on renewable energy focusing on the valuation of Suzlon. • Valuation using FCFF, FCFE models and portfolio construction using efficient frontier. • Option valuation using binomial tree, calculation of greeks. 	

PROJECTS/PAPERS	
Corporate	<ul style="list-style-type: none"> • Indus Advisory Partners: Project deals with scouting for prospective firms (revenue less than \$100mn) who are into Health Care management systems, Service providers to health insurance and business insurance companies
Papers	<ul style="list-style-type: none"> • Future of Dollar: Future prospects of dollar continuing as a global currency, possibility of SDR replacing Dollar.
Academic	<ul style="list-style-type: none"> • Modified Credit Ratio – Lead Economic Indicator and its prediction: CRISIL every year comes out with this ratio (MCR). • Legal aspects of Mergers & Acquisitions – Types of Mergers, Acquisitions, Defenses employed, Valuation of target, Regulatory framework focusing on various acts, FEMA and SEBI regulations. • Forging industry in the current economic scenario and its future prospects.

ACADEMIC & EXTRA CURRICULAR ACHIEVEMENTS / ACTIVITIES	
Academic	<ul style="list-style-type: none"> • Secured above 70% in all sections in CFA Level I Examination. • Stood in the top 0.001% in the engineering entrance test of Delhi • Bagged prestigious “ABC” scholarship for three consecutive years from Board of Intermediate..
Positions of Responsibility	<ul style="list-style-type: none"> • Core committee member in “Finance Club – Quizzing and literary cell” of ABC College
Extra Curricular	<ul style="list-style-type: none"> • First at Finclub – national level valuation game, part of Paragana, business fest of ABC College • Stood First at EcoSummit – an intercollegiate economics event conducted by ABC College • National finalist at M&A game, part of Paragana business fest of ABC College



A Resume Sample for Freshers

End of Session - 1

Thank You...



Session - 2

Resume Customization



Resume Customization

- Submitting the same resume for every position can't possibly meet each employer's individual requirements. If you want to grab hiring managers' attention, you need to give them what they want.
- You must take the time to tailor your resume to each employer and its goals to strengthen your chance of getting noticed.
- The most efficient way to create customized resumes is to develop one general resume and then tweak it for each particular job opportunity.



Resume Customization

- Resume customization is becoming increasingly important now that most resumes are stored in an employer's resume database or Applicant Tracking System (ATS).
- In addition, several recent studies have indicated that the human reviewer – if/when they do actually see your resume – will spend fewer than 10 seconds looking at your resume before deciding whether you are qualified for the opportunity.

Appropriate Customization Pays Off!

Carefully done, customizing your resume should do two things for you:

- **Your resume will pass the ATS/keyword test**
- **Your resume will impress the human reviewer**



Reasons to Customize Your Resume

- Unless you're only interested in being considered for one specific job at one specific company, sending out the same resume to every job listing is an exercise in futility.
 - Customizing your resume as if you were speaking to the specific reader will increase your chances of scoring that all-important initial interview.
1. A customized resume relates to a specific job.
 2. A customized resume speaks to a specific situation.
 3. A customized resume emphasizes your strengths.



Also Customize your resume ...

- To stand out from the crowd.
- To make it very clear that you are qualified for the job.
- To demonstrate genuine interest in the opportunity
- To ensure that the appropriate keywords are included for the automated screening.
- To demonstrate your technology and business savvy.

How to Customize Your Resume?

- Customizing your resume does not mean a complete re-write of your resume for each opportunity. But, it is taking a little more time than simply clicking on the “Apply” button.
- Your first goal is to ensure that your resume contains appropriate keywords. Start by focusing on the keywords. Then, add content to appeal to the person briefly viewing your resume. Focus on the top half of the first page of your resume – “above the fold” as they say in the newspaper and web development worlds, where it is easy to see if someone is doing a quick visual scan.



1. Analyze the job description

Carefully read the job description. Observe:

- The job title used in the description
- The duties and responsibilities
- The specific requirements of the job
- The job location

For example, let's assume that you are an experienced administrative assistant looking for a similar job, hopefully a step up in salary and responsibilities.



2. Target Job Title

Customize your resume's "Target Job Title" or "Objective" to match the job title in the job description.

- If a standard job title is used, the one already on your resume, you are all set. However, if a unique version of the job title is used, match it. This customization also makes it clear that you have taken the time and effort to customize your resume for this specific opportunity.

3. Customize your skills

Customize your skills, as appropriate, to match the terms used in the job description.

- Doing a quick scan of the requirements in an administrative assistant job posting, I found the following language used:
- **Job Description:** *Advanced knowledge of Microsoft applications (Word, Excel, PPT)*
- Ideally, assuming you had all of the skills described, you would be smart to change the reference in your resume to include the terms used in the job description.



4. Highlight your matching skills

- **Highlight your matching skills in a special section at the top of the resume.**
- Capture the human reviewer's attention by clearly lining up your experience with the requirements in the job description in a section at the top of your resume, below your contact information and the Target Job Title or Objective, labelled "Performance Summary."
- In this section, which needs to have only 3 to 5 bullets for most jobs, pick your experiences or achievements that seem to best match the most important requirements in the job description. Or, the achievements you have that are most impressive.



5. Confirm your location

- The top of your resume should indicate your location, generally. Don't publish your home or work addresses on your resume (EVER!), but do include a city, state, or other regional term, like "East Bay" or "Metro West" that fit with the job location.
- Use your current location or, if you are trying to relocate, your future location.



Customization done!

- The rest of your resume probably needs little, if any, customization – a standard work history chronology should be fine otherwise. So, the customization you have done has probably not taken you very much time, but it should have a good payoff.



Power Verbs For Your Resume



Power Verbs

- Every word on your resume should be there for a reason- if the word serves no greater purpose, get rid of it!
- The most important words on a resume should be verbs, which are called power verbs.
- Every verb used to describe a work, volunteer, academic or personal experience should be meaningful, and show both your power and potential in one way or another.
- To make your resume stand out from the countless others competing for a hiring manager's attention, you must write interesting job descriptions. The best way to start is to begin all bulleted sentences with action verbs.



Power Verbs

- Power words help demonstrate your strengths as an employee, and highlight why you are right for the particular job.
- The use of action words / power verbs is essential in the promotion of your skills and experience.
- For example, a candidate applying for a managerial position will want to make use of words such as "oversaw, developed, improved and reduced", whereas someone looking for a more creative role will want to use words such as "designed, compiled and created".



Why Use Power Words?

- Power words are useful for a couple of reasons. Firstly, many hiring managers quickly skim through all the resumes and cover letters they receive.
- These power words will jump off your page, quickly showing the hiring manager that you have the skills and other qualifications for the job.
- Also, because employers read so many job applications, the language gets repetitive and boring.
- If your language is the same as everyone else's, it will be hard for you to stand out. Good, thoughtful word choice will set you apart from the other candidates.



Why Use Power Words?

- Finally, power words (especially keywords) are useful when a company uses an Applicant Tracking System (ATS). These tracking systems help screen applications so that employers only need to focus on the top candidates.
- One way an ATS works is to eliminate resumes that are missing certain keywords.
- By including these words, you increase your chances of making it through the ATS, and having your application read by a human.



Types of Power Words

- **Action Verbs** – One type of power word is an action verb. This kind of verb shows your ability to succeed. These words demonstrate the skills you have used in previous jobs to achieve success.
- Examples of action verbs include "accomplished," "designed," "initiated," and "supervised."

Types of Power Words

- **Company Values** – To demonstrate that you are a good fit for the company, use key terms that the company uses to describe itself. You might find this language on the company's "About Us" web page, or in the job listing.
- For example, if the company identifies itself as "innovative," one power word you might incorporate into your resume is "innovate" or "innovative." You can also choose synonyms of the words in the company's "About Us" web page if you want to avoid sounding like you are simply repeating their ideas.



Types of Power Words

- **Popular Skill Words** – There are certain skills and qualities that almost every employer is looking for in a job candidate. For example, employers always want an employee who is responsible, passionate, and a strong leader. Try to use this kind of language (or words related to this language) to demonstrate you have these essential skills.

Types of Power Words

- **Keywords** – Keywords are words from the job listing that relate to particular skills or other requirements for the job. By embedding them in your resume or cover letter, you will demonstrate, at a glance, that you fit the requirements of the position.



Types of Power Words

- **Industry Buzzwords and Jargon** – Each industry has certain key words that are important.
- Knowing and accurately using those words demonstrates that you have the hard skills needed to work in the field. Sprinkle the appropriate buzzwords into your resume and cover letter to demonstrate that you understand and are a part of the industry.
- Of course, also make sure you fully understand any jargon that you use. Misusing jargon will show that you do not know what you are talking about, and are not qualified for the position.
- How to Use Power



How to Use Power Words

- You can include these power words throughout your resume. For example, include action verbs in your job descriptions. You might include power words in your resume summary statement as well.
- You can also use this language in your cover letter. When describing some of your skills and accomplishments in the letter, use these words to make your application stand out.
- Remember to vary the words that you use - repeating the same word (even power words) leads to a dull reading experience, and will not show the hiring manager the breadth of your abilities. Use a variety of terms that best describe your accomplishments to show employers the scope of your achievements.



Importance of Power Verbs in Resume:

- The power verbs in your resume adds quality to your resume. It will help you to get short listed in electronic short listing process.
- The power verbs express your past job responsibilities that you handled during your previous employments. These words illustrate to the employers your transferable skills that you acquired to fit the job requirements.
- Today action verbs and keywords are extremely necessary in your resume. Knowing the different keywords for any particular industry and writing them in your resume will benefit you a lot.
- It is important to plant the power verbs and keywords in your resume strategically, so that they match the job requirements and easily get picked up.
- Power verbs at the start of sentence are used to draw the attention and to demonstrate effectively your major achievement in your past, skills and credentials. In actuality, recruiters and employers check these spicy power verbs while reading a resume.



Power Verbs For Your Resume

Planning

Example: Developed & implemented a training program that resulted in a 45% increase in employee satisfaction

Administered	Developed	Formulated	Prepared	Revised
Anticipated	Devised	Identified	Prioritized	Strategize
Commissioned	Evaluated	Observed	Researched	Studied
Determined	Forecasted	Planned	Reserved	Tailored

Organizing

Example: Coordinated weekly office schedules for 8 employees

Acquired	Cataloged	Designated	Logged	Routed
Activated	Centralized	Designed	Mapped out	Scheduled
Adjusted	Charted	Dispatched	Neatened	Selected
Allocated	Classified	Established	Obtained	Secured
Altered	Collected	Facilitated	Ordered	Simplified
Appointed	Committed	Housed	Organized	Sought
Arranged	Confirmed	Implemented	Procured	Straightened
Assembled	Contracted	Incorporated	Programmed	Suggested
Assessed	Coordinated	Instituted	Recruited	Tracked
Assigned	Customized	Issued	Rectified	Tracked
Authorized	Delegated	Linked	Retrieved	

Executing

Example: Handled 20-35+ customer calls per shift regarding coverage changes, renewal rates and billing procedures

Acted	Displayed	Input	Processed	Sold
Administered	Distributed	Installed	Produced	Stocked
Carried out	Entered	Labored	Proofed	Transacted
Collected	Exercised	Merchandised	Prospected	
Completed	Forwarded	Operated	Proved	
Conducted	Handled	Performed	Shipped	

Supervising

Example: Developed and supervised the implementation of new computer filing system that reduced paper use by 35%

Adjusted	Correlated	Indexed	Overhauled	Screened
Analyzed	Developed	Judged	Oversaw	Set
Apportioned	Discovered	Licensed	Policed	Scrutinized
Assessed	Established	Maintained	Prohibited	Supervised
Certified	Examined	Measured	Refined	Supplied
Compared	Explored	Modified	Regulated	Tightened
Controlled	Graded	Monitored	Reviewed	Traced
Corrected	Inspected	Officiated	Revised	Updated

Leading

Example: Trained 20+ new employees in customer service policies over a 2-year period

Accelerated	Elected	Guided	Mentored	Spearheaded
Assumed	Employed	Hired	Motivated	Stimulated
Caused	Empowered	Influenced	Originated	Strengthened
Chaired	Encouraged	Initiated	Pioneered	Supervised
Changed	Enlisted	Inspired	Promoted	Trained
Conducted	Envisioned	Involved	Raised	Transformed
Directed	Fostered	Led	Recognized for	Visualized
Disproved	Founded	Managed	Set goals	



Getting Results

Example: Increased student participation by 25% over a 6-month period

Accomplished	Constructed	Ensured	Hastened	Minimized	Reduced (losses)
Achieved	Contributed	Excelled	Heightened	Modernized	Rejuvenated
Added	Delivered	Expanded	Improved	Obtained	Renovated
Advanced	Demonstrated	Expedited	Increased	Opened	Restored
Attained	Diminished	Extended	Innovated	Orchestrated	Targeted
Augmented	Earned	Finalized	Integrated	Overcame	Uncovered
Boosted	Eclipsed	Fulfilled	Introduced	Prevailed	
Built	Eliminated	Gained	Invented	Produced	
Combined	Enlarged	Generated	Joined	Qualified	
Completed	Enjoyed	Grew	Launched	Realized	
Consolidated	Enlisted	Guaranteed	Lightened	Received	

Problem Solving

Example: Streamlined ordering through the use of computer technology, decreasing wait time from 6-2 days

Alleviated	Conceptualized	Detected	Found	Repaired	Solved
Analyzed	Created	Diagnosed	Investigated	Revamped	Synthesized
Brainstormed	Debugged	Engineered	Recommended	Revitalized	Theorized
Collaborated	Decided	Foresaw	Remedied	Revived	
Conceived	Deciphered	Formulated	Remodeled	Satisfied	

Quantitative

Example: converted files from COBAL to JAVA in order to increase compatibility with current systems

Accounted for	Checked	Dispensed	Grossed	Projected	Tabulated
Appraised	Compiled	Dispersed	Increased	Purchased	Totaled
Approximated	Compounded	Earned	Inventoried	Quantified	
Audited	Computed	Enumerated	Maximized	Rated	
Balanced	Conserved	Estimated	Multiplied	Reconciled	
Budgeted	Converted	Figured	Netted	Recorded	
Calculated	Counted	Financed	Profited	Reduced	



Communicating

Example: Presented to groups of 30+ transfer students on a weekly basis concerning university policies and procedures

Acted	Composed	Elicited	Justified	Rendered	Summarized
Adapted	Consented	Explained	Lectured	Reported	Supplemented
Admitted	Concluded	Extracted	Marketed	Represented	Supported
Addressed	Convinced	Fabricated	Mediated	Revealed	Surveyed
Allowed	Consulted	Fashioned	Moderated	Sanctioned	Synthesized
Amended	Corresponded	Greeted	Negotiated	Settled	Systematized
Arbitrated	Critiqued	Highlighted	Perceived	Shaped	Tested
Argued	Dedicated	Illustrated	Persuaded	Smoothed	Taught
Ascertained	Defined	Improvised	Presented	Specified	Translated
Attested	Deliberated	Indicated	Publicized	Spoke	Transmitted
Briefed	Demonstrated	Inferred	Queried	Sold	Verified
Clarified	Drafted	Informed	Questioned	Solicited	Welcomed
Cleared up	Dramatized	Instructed	Referred	Submitted Wrote	
Closed	Edited	Interpreted	Reinforced	Substantiated	
Communicated	Educated	Interviewed	Related	Suggested	

Helping

Example: Provided academic support for 30+ at-risk primary school students through comprehensive after-school program

Aided	Bolstered	Eased	Familiarized	Prescribed	Returned
Accommodated	Coached	Elevated	Helped	Provided	Saved
Advised	Continued	Enabled	Interceded	Protected	Served
Alleviated	Cooperated	Endorsed	Mobilized	Rehabilitated	Sustained
Assisted	Counseled	Enhanced	Modeled	Relieved	Tutored
Assured	Dealt	Enriched	Polished	Rescued	Validated



Why Your Resume Needs Accurate Power Verbs

- **Have more impact**
- **Make for easy skim-reading**
- **Help people to picture you in the role**
- **Render your resume unique**
- **Give your resume a greater flow**



RÉSUMÉ **POWER** VERBS

ADVANCED	IMPLEMENTED
ADVISED	IMPROVED
APPLIED	INITIATED
ASSESSED	MANAGED
BALANCED	NEGOTIATED
COLLABORATED	OPERATED
COMPOSED	PREPARED
CONNECTED	PRODUCED
CREATED	SOLVED
ADVISED	STRENGTHENED
DEVELOPED	SUPERVISED
ENHANCED	TRAINED
EXCEEDED	UPDATED
GENERATED	UTILIZED



End of Session - 2

Thank You...

