


LEARNERS NOTES | 2018-19

USE OF POWER VERBS

• INTRODUCTION TO POWER VERBS


ETHNUS



Explore | Expand | Enrich

USE OF POWER VERBS

INTRODUCTION TO POWER VERBS AND WRITE UP



INTRODUCTION

Resume is promotional document that presents the candidate's history. Everyone looking for job needs to write a resume and sent it to the employer. Employer decides your relevancy for the job and gives you the call for the interview. Your resume is your first means to impress the employers. To achieve this purpose, you should write your resume in eye-catching and attractive way. Making use of the powerful words in resume to gain potential employers will boost up the quality of your resume and get you an interview call.

POWER VERBS – WHAT IS IT?

Power verbs are action words that have positive meanings in English. When you use a power verb, you can communicate your message more strongly and confidently than when using other

verbs. Developed is a power verb. You sound more confident and interesting using 'developed'



INTRODUCTION TO POWER VERBS AND WRITE UP

POWER VERBS – OVERVIEW

Power verbs are action words that have positive meanings in English. When you use a power verb, you can communicate your message more strongly and confidently than when using other verbs. This is especially useful when you are applying for a job and want to appear as a confident and competent candidate. Power verbs can also make your writing more interesting and help prevent you from using the same words too many times.

Where can I use power verbs?

Power verbs are useful in many situations. They are especially great for resumes, job interviews, and academic writing like essays.

Before you use a power verb...

Make sure you understand the exact meaning of the power verb you are going to use. You don't want to make a mistake with the word, especially on a resume.

Look the word up in a dictionary, search the internet for examples of sentences where it has been used, and if possible, find someone to check your sentence to make sure that you've used it correctly.

Make sure you are comfortable with the word before you use it.

BENEFITS OF POWER VERBS

The power words or the action verb in your resume adds quality to your resume. It will help

you to get short listed in electronic short-listing process.

The power words express your past job responsibilities that you handled during your previous employments. The action 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 industry and writing them in your resume will benefit you a lot.

It is important to plant the power words and keywords in your resume strategically, so that they match the job requirements and easily get picked up.



Action words at the start of sentence are used to draw the attention and to demonstrate effectively your major achievement in your past, skills and credentials. Recruiters and employers check these spicy action words while reading a resume.

Using power words in resumes is one of best communication tool for growing the chance that your resume will get noticed by prospective employer. If you want to grab the employer's attention, you must strengthen your resume beginning with action verbs as many sentences as possible. It is always advantageous to use powerful words to gain potential employers.

POWER VERBS EXAMPLES

- **Planning:**





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

Administered	Commissioned	Developed
Observed	Prepared	Researched
Anticipated	Determined	Devised
Planned	Prioritized	Reserved
Strategized	Evaluated	Forecasted

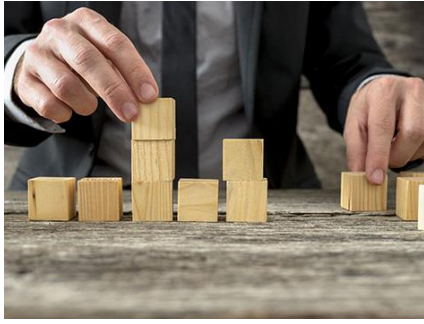
• Organizing:



Example: Coordinated weekly office schedules for 8 employees

Acquired	Appointed	Collected
Ordered	Retrieved	Simplified
Issued	Facilitated	Catalogued

• Executing:



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

Acted	Collected	Displayed
Merchandised	Proved	Sold
Exercised	Forwarded	Input

- **Supervising:**



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

Adjusted	Certified	Correlated
Measured	Overhauled	Refined
Supplied	Examined	Screened

- **Leading:**



Example: Trained 20+ new employees in computer procedures over a 2-year period

Accelerated	Changed	Elected
Inspired	Mentored	Promoted
Founded	Spearheaded	Encouraged

• **Balanced:**



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

Quantitative	Compiled	Converted
Maximized	Projected	Reconciled
Appraised	Financed	

• **Communicating:**



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

Acted	Attested	Convinced
Justified	Publicized	Revealed

MAKE SURE YOU REVISE

- ✓ DEFINITION OF POWER VERBS
- ✓ POWER VERBS EXAMPLES