

Powerful Resume Words That Will Transform Your Resume

Optimize your resume with resume keywords that will showcase your true value to recruiters.

Here's the harsh truth: the average recruiter spends less than six seconds scanning a resume before making an initial decision on a candidate.

If you want to capture employers' attention, you'll need a well-written and well-organized document that clearly illustrates your qualifications. Not only is it imperative you have the desired experience and skillset, but you also need precise resume words to properly showcase your experience and skills.

Use active verbs to describe your value:

Business professionals always preach about using "action words" in resumes. However, active wording does not drive the full effect unless you prove your skills with concrete examples. After you write something on your resume, ask yourself: "Why would someone care?"

Another important thing to consider is to relate how your past experiences would benefit the target company. People reading your resume shouldn't have to guess how you're going to help them.

Example of action words:

- Enriches
- Galvanizes
- Upgrades
- Fortifies
- Generates

Use certain phrases to highlight your skills:

Depending on where your strengths are you'll want to use certain phrases throughout your resume to show them off. Certain words are clear triggers for showing you have specific skills.

Here are a few examples of key phrases that will help set an overall theme to your resume while highlighting where your strengths are.

To demonstrate communication skills:

- Provides constructive feedback
- Speaks confidently in public settings
- Listens attentively
- Negotiates situations effectively

To showcase personal skills:

- Motivate others
- Delegates tasks effectively
- Provides well thought out solutions
- Welcomes responsibility

To show your organization skills:

- Sets organization goals
- Strong planning skills
- Executes multiple tasks at once

To show your research/planning skills:

- Accurately forecasts outcomes
- Identifies and allocates resources appropriately
- Identifies problems & develop solutions
- Gathers information & assess current situations

Words to avoid:

Certain words just don't belong on your resume. You don't want your resume to be full of puffy adjectives that don't really mean anything. You also don't need to be including your likes and interests on your resume, unless specified. Your resume needs to focus on tangible things that you do.

Examples of words to avoid:

- Attempts to
- Used to
- Wanted to
- Prefers

You also don't need to include your likes and interests on your resume, unless specified. Focus on tangible things you do instead.

Having a clear objective for your resume will help you to showcase the skills that make you an invaluable job candidate. If you're clear on what you want and where your strengths lie, employers will see your true value.

Credit: <https://www.theladders.com>