

RESUME GUIDANCE

(<https://greatresumesfast.com>)

Key Words & Phrases

Say COLLABERATE instead of Worked with

Say ANALYZED instead of Looked at

Say Developed instead of Wrote

GOOGLE “Power Words”

9 Powerful Words to Use on Your Resume

INSTEAD OF...

Responsible for or duties included

Team player

Excellent communication skills

SAY:

- Transformed
- Increased
- Achieved

- Advised
- Enabled
- Advocated

- Influenced
- Empowered
- Negotiated

INFLUENTIAL

phrases

- Accelerated career track
- Action-oriented leader
- Aggressive turnaround leadership
- Award-winning pacesetter
- Best-in-class
- Change catalyst driving organizational transformation
- Change management
- Competitive market positioning
- Cultivator of strategic alliances
- Devoted people leader
- Diversity & inclusion
- Double-digit improvements
- Driving innovation
- Elite performer
- Entrepreneurial vision
- Executive leadership
- Fast-track promotion
- High-caliber
- Innovative growth strategist
- Lean manufacturing driver
- Organizational driver
- Outperformed market competition
- Passionate human resources trailblazer
- Peak performer
- Self-starter
- Six Sigma champion
- Start-up organizations
- Strategic planning & execution
- Strong communicator able to engage and influence diverse stakeholders
- Strong and sustainable gains
- Talent maximizer
- Visionary business leader
- World-class operations