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Is your resume language powerful?

By Althea Lockridge

Struggling to find appropriate words to include in your resume? Active verbs can help to add focus and power.

When describing past or previous jobs, you should use the *past* tense of these verbs.

For your current job, use the *present* tense (Example: "perform") when describing ongoing tasks. However, if the task in your current job has been completed or is non-recurring, the verb may appear in the *past* tense (Example: "created"). Try the power words listed here.

Furthermore, it's important to use keywords, buzzwords, and technical jargon related to your occupation and industry, when appropriate, to match the requirements in company job descriptions.

Active verbs:

accessed
accomplished
achieved
analyzed
assessed
assisted
authorized
awarded

conducted
communicated
cooperated
coordinated
created

demonstrated
designed
developed
discovered

eliminated
established
evaluated
expanded

generated

honored

identified
implemented
increased
indicated
invented

led (lead)

maintained
managed
motivated

operated
organized

participated
performed
pinpointed
planned
prepared
processed
programmed
projected
provided
purchased

recorded
reduced
repaired
researched
resolved
reviewed

saved
scheduled
served
set up
simplified
strengthened
suggested
supervised
supported

taught (teach)
trained
troubleshot (troubleshoot)

utilized

verified

worked
wrote (write)

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