

Resume Power Words Cheat Sheet

Leadership

1. Visionary
2. Influential
3. Strategic
4. Decisive
5. Empowering

Example: "Led a visionary project that increased efficiency by 30%."

Work Ethic

1. Diligent
2. Persistent
3. Meticulous
4. Proactive
5. Resourceful

Example: "Consistently demonstrated diligent attention to detail, reducing errors by 25%."

Creativity and Innovation

1. Inventive
2. Imaginative
3. Pioneering
4. Disruptive
5. Avant-garde

Example: "Developed an inventive solution that streamlined operations, saving \$100K annually."

Technical Proficiency

1. Analytical
2. Proficient
3. Systematic
4. Cutting-edge
5. Precision-driven

Example: "Implemented a cutting-edge system that improved data processing by 40%."

Communication Skills

1. Articulate
2. Persuasive
3. Eloquent
4. Concise
5. Diplomatic

Example: "Delivered persuasive presentations that secured \$2M in new business."

Problem-Solving

1. Resourceful
2. Innovative
3. Analytical
4. Strategic
5. Logical

Example: "Applied innovative problem-solving techniques to resolve complex issues."

Adaptability

1. Flexible
2. Versatile
3. Adaptable
4. Agile
5. Resilient

Example: "Demonstrated agile leadership during company restructuring."

Teamwork

1. Collaborative
2. Cooperative
3. Supportive
4. Inclusive
5. Synergistic

Example: "Fostered a collaborative environment that boosted team productivity by 35%."

Results-Oriented

1. Effective
2. Productive
3. Efficient
4. Impactful
5. Successful

Example: "Implemented efficient processes that reduced overhead costs by 20%."

Tips for Using Power Words:

1. Be specific and authentic
2. Pair with concrete achievements
3. Tailor to job descriptions
4. Use 1-2 power words per bullet point
5. Place power words at the beginning of sentences for impact

Remember: The most effective resumes balance strong language with measurable accomplishments!