

100 GREAT RESUME WORDS

Use active voice and include words that pack a verbal punch

Engage your resume reader with vivid language that captures what you do and why you do it well. Here are some words to make your resume attention-grabbing and dynamic:

100 Great Resume Words			
Assist	Examined	Negotiated	Represented
Able	Facilitate	Observed	Restructured
Action	Formulate	Obtained	Revised
Analysis	Fulfilled	Operated	Safeguarded
Achievement	Forecasted	Organized	Secured
Accomplished	Generated	Originated	Selected
Advanced	Gained	Overhauled	Specified
Conduct	Gathered	Oversaw	Spearheaded
Consult	Gave	Participated	Standardized
Committed	Headed	Performed	Strengthened
Conducted	Hosted	Pioneered	Structured
Contributed	Identified	Planned	Suggested
Coordinated	Implemented	Prepared	Superseded
Delegated	Improved	Presented	Supervised
Develop	Improvised	Promoted	Targeted
Deliver	Influenced	Provided	Taught
Design	Launched	Published	Tested
Defined	Lobbied	Pursued	Trained
Diversified	Maintained	Quantified	Transcended
Devoted	Managed	Ranked	Unified
Distinguished	Marketed	Received	Upgraded
Encourage	Maximized	Recommended	Utilized
Earned	Mediated	Redesigned	Validated
Enhance	Modernized	Reengineered	Valued
Evaluate	Motivated	Reorganized	Wrote

FOUR RESUME DON'TS

Avoid these common errors when drafting your resume

Your resume provides that all-important first impression to a potential employer. Even one mistake, like a misspelled word or missing punctuation, shows a lack of attention and can decrease your chances of receiving an interview. Here are some resume errors to avoid. Keep these tips in mind and you'll be on the right track to landing the interview you want.

1. **Poor spelling/grammar** — Don't depend just on your software's spell-checker. Have someone read through your resume and look for incorrect spelling and grammar. Poor spelling and grammar can land your resume in the electronic trash bin.
2. **Overstating your experience** — Your resume is meant to be a tool to sell yourself. Don't exaggerate your experiences. Exaggerating can set up unreasonable expectations. Although it may get you the interview, over-statement won't get you through the interview.
3. **Providing too much information** — Don't crowd your resume with too much language. A resume choking with words can be the equivalent of someone who can't stop talking. Give your reader room to breathe: Add space to your text and make sentences into scannable bullets as much as possible.
4. **Being too generic** — When it comes to describing yourself and how you're a good fit for the position, be specific. For example, if you're applying at a high-volume restaurant, "customer service experience" is not as good as "managed the rush after home games."