

JOB SEEKER POWER WORDS

Use power words and phrases to describe your success.

Nobody likes a wimp...but nobody likes a braggart either.

There's a sweet spot that exists between desperation and arrogance. It's called CONFIDENCE.

More than often, job seekers come off as weak in their attempt to NOT be seen as arrogant. And while there are times in life that call for modesty; looking for a job is NOT one of those times. The competition is too tough and it is absolutely necessary to define your differentiators.

The sweet spot known as confidence should be readily apparent in every touch point you have with a potential employer. Your confidence is conveyed through your self-assuredness, your firm handshake, looking someone in the eye when you speak, sitting up straight, a pressed suit, ironed shirt and shined shoes. It is also noticed by others in how you speak about yourself, your preparedness to answer questions and your knowledge of the company you are interviewing with and their industry. It is expressed through your interaction and the thoughtful questions you ask of the interviewer.

Language is one of your most powerful tools in communicating confidence, particularly in your resumes and cover letters. Often you enhance your chances in the words and phrases that are used to describe your successful accomplishments, the progression of your career, the leadership roles you were responsible for and the specific results that were the product of your skills and expertise. Accurate and powerful words and phrases on resumes are critical if you are to accurately communicate and describe your previous roles and your accomplishments. Without these, how will an employer have a clear understanding of what you can offer to their organization?

Here's a few power words and phrases:

abated	aggressively analyzed	coached
abolished	analyzed	co-developed
accelerated	applied	co-directed
accomplished	assumed a key role	co-founded
achieved	authored	cold called
actively participated	automated	collected
administered	built	co-managed
advanced	hired	communicated
advised	closed	completed

computerized
conceptualized
conducted
consolidated
contained
contracted
contributed
controlled
convinced
coordinated
cost effectively created
created, developed and
executed
critiqued
cut
dealt effectively
decreased
defined
delivered
demonstrated results
designed
determined
developed
developed and applied
diligence
directed
doubled
driven
dynamic
earned
effective

eliminated
emphasized
enforced
enhanced
established
evaluated
exceeded
executed
exercised
expanded
expedited
expert
facilitated
filled
focused
formulated
fostered
founded
gained
generated
ground-breaking
headed up
helped
identified
implemented
improved
increased
initiated
innovated
inspired
instituted

instructed
instrumental
integrated
interviewed
introduced
investigated
launched
lectured
led
leveraged
maintained
managed
marketed
mastery
maximized
mentored
motivated
negotiated
orchestrated
organized
outmaneuvered
overcame
oversaw
penetrated
performed
permitted
persistent
persuaded
planned
played a key role
positioned

prepared	scheduled
presented	scoped out
prevented	selected
produced	self-financed
profitably	set up
proficient	skilled
project managed	sold
promoted	solved
proposed	staffed
prospected	started
protected	stopped
provided	streamlined
published	substituted
quadrupled	succeeded
ranked	successfully
rapid	superior
received	supervised
recognized	taught
recommended	tenacious
recruited	tightened
reduced	took the lead in
removed	trained
renegotiated	trimmed
replaced	tripled
researched	troubleshoot
resolved	turned around
restored	upgraded
restructured	unique
reversed	utilized
satisfied	yield
saved	