

One of the questions we get asked most is about “Power Words,” and how and when to use them.

This quick guide should give you some tips on the proper use of power words when speaking to a prospective employer, whether in interviews or through networking.

Power Words are simply Action Words that carry a stronger weight than every day words which most of us use. For example, instead of saying “I **made** a phone call”, we might say, “I **placed** a phone call.” Using the word “placed” instead of “made” is a very simple thing, yet the word “placed” carries a stronger action than the word “made.”

Power words also carry a stronger sense of professionalism. A future employer will want to be confident in your ability to speak professionally, whether with clients or with fellow employees. Those who have the ability to speak professionally are able to **convey more precise thoughts** more quickly, and are able to **move others to action**.

The challenge is to be able to use power words in a **comfortable, non-forced conversation** that doesn't seem as though you've been practicing. If a future employer feels that you are trying to impress through the use of power words or phrases, it may quickly backfire on you. When combined with trying to also use *power statements, STAR responses, or power phrases*, you can really get yourself confused and in trouble. Be natural, be confident, and practice.

Practice using power words in every day conversation. Raise your level of speaking to avoid sloppy speech, speed talking, weak speak, and the use of filler words such as umm, ah, you know, ok. **Speak professionally, and others will respond professionally.**

Below is a **list of some Power Words** that we have put together. This isn't a complete list, but it's a good beginning. These words **denote action, confidence, professionalism, and the ability to get things done**. Combine these words with power statements or phrases about your accomplishments, and you'll be amazed at the *positive difference it will make*. **You will be the one that others seek out when they hear how you stand out.**

A

Accomplished, advertised, arranged, achieved, advised, assembled, acquired, analyzed, assisted, adapted, appraised, audited, adjusted, approved, augmented, administered, arbitrated, authored adapted, addressed, allocated, analyzed, applied, appointed, appraised, approved, arbitrated, assembled, assessed, assigned, assumed, assured, awarded

B

Budgeted, built, briefed, broadened

C

Calculated, conceived, coordinated, catalogued, conceptualized, copyrighted, charted, conducted, corrected, closed, consolidated, corresponded, coached, constructed, counseled, compared, consulted, created, compiled, contacted, cultivated, completed, controlled, composed convinced chaired, changed, combined, communicated, compiled, composed, computed, concluded, consulted, contracted, controlled, converted, convinced, corrected, cut

D

Debugged, detected, discovered, decreased, determined, dispatched, delegated, developed, distributed, delivered, devised, documented, designated, diagnosed, designed, directed, defined, demonstrated, designed, directed, doubled, drafted

E

Edited, enhanced, examined, elicited, enlarged, exceeded, eliminated, established, executed, empowered, estimated, expanded, engineered, evaluated, explained, earned, effected, endorsed, enlisted, ensured, entered, estimated, expedited, explored, expressed, extended

F

Fired, flagged, formulated, founded, filed, filled, financed, focused, forecast, found,

G

Gathered, generated, guided, granted

H

Headed, hired, halved, handled, helped

I

Identified, initiated, interpreted, ignited, innovated, interviewed,

implemented, inspected, invented, improved, installed, inventoried,
increased, instituted, influenced, instructed, incorporated, indexed, instituted,
insured, introduced, invested, investigated, issued

J

Justified, joined

K

Kept

L

Lectured, lobbied, logged, led, launched, learned, leased, licensed,

M

Maintained, mediated, motivated, managed, modified, manufactured, monitored,
matched, measured, met, modified, moved

N

Negotiated, named, navigated

O

Obtained, ordered, overhauled, operated, organized
opened, oversaw

P

Patented, prepared, programmed, performed, presented, promoted,
persuaded, presided, proposed, placed, processed, provided,
planned, produced, purchased, posted, proficient, participated, perceived, posted, procured,
proficient, prohibited, projected, published, pursued

Q

Quantified, qualified, questioned

R

Recognized, reorganized, researched, recommended, repaired, restored,
reconciled, replaced, reviewed, reduced, reported, revised, referred, represented,
regulated, rescued, raised, ranked, rated, received, recorded, recruited, redesigned, rehabilitated,
reorganized, replied, resolved, revamped,

S

Scheduled, sold, suggested, screened, solved, supervised, selected, steered, supplied, served, streamlined, systematized, simplified, studied, saved, serviced, shaped, shared, showed, sorted, sought, sparked, spoke, staffed, started, strengthened, stressed, stretched, structured, submitted, substituted, succeeded, suggested, summarized, superseded, surveyed,

T

Taught, tracked, transcribed, tested, trained, translated, traced, tackled, targeted, terminated, toured, traded, transferred, transformed, transported, traveled, treated, trimmed, tripled, turned, tutored

U

Updated, utilized, uncovered, understood, understudied, unified, unraveled, upgraded,

V

Vended, validated, verbalized, verified, visited

W

Won, wrote, waged, weighed, widened, worked

Good luck in making these words a part of your every day vocabulary. You will find that people treat you different when you use these power words and raise your level of speaking. ***It really does make a difference!***

We use these same words and phrases when we create a resume that sells you, rather than simply representing you. These words make a difference in your conversation, and **our resumes make a difference in getting you noticed.**

If you're ready to start landing some solid interviews and accelerate your career search, then it's time we get together.

Visit us at powermyresume.com and see what the right resume can do for you.

Don't wait any longer - you're future starts today!