

## "Activate" Your Resume—With Action Verbs!

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Learn how to create an amazing cover letter: <http://www.resumebycprw.com/cover-letter.htm>

**Your resume can push a hiring manager to call you for an interview.**

**The Key? Action Verbs . . .**

**So many job seekers fall into the trap of being "long winded"** in their career communications and job applications. Remember, bullet lists, numbered lists and clearly written sentences usually beat the pants off of the dreaded paragraph that never ends!

**For example:** (Brace yourself!)

I have spent the last seven years developing and executing a plan of action that included holding communication classes for new employees, making sure they are onboard with the company's policy, based on my ability to bring more clarity to management's relationship with foreign partners and also helping middle and upper management get along better.

Such writing will land a resume right into the paper shredder. But this doesn't have to be *your* resume.

**YOU can rise above the job-hunting crowd by using this secret tool—*action verbs*.**

Here are three examples of how to make it work for you.

1. Education and Training:
  - **Earned** a Master of Business Communication from South Texas University.
  - **Served** a one-year apprenticeship at Lawton Business Institute.
2. Specific Duties:
  - **Led** communication classes for all new employees. . .
  - **Created** a manual and training on business ethics and integrity.
3. Key Accomplishments:
  - **Created** new marketing channels for our South American partner.
  - **Revitalized** communication between upper and middle management. . .

Inspire the prospective employer to action—calling *you* for a job interview—by using the small but mighty tool of *action verbs* that shows what you've done in the past and what you can do *now* for his or her company.

Avoid long, wordy paragraphs filled with gobbledy-gook writing. Get right to the point—the point that shows what you've accomplished and what you're capable of *doing* now.

**Transform your resume by selecting words from this list of powerful action verbs:**

Create (Created)	Provide (Provided)
Restructure (Restructured)	Manage (Managed)
Lead (Led)	Resolve (Resolved)
Change (Changed)	Increase (Increased)
Commandeer (Commandeered)	Place (Placed)
Direct (Directed)	Serve (Served)

Sit down today and create a brand new resume—one that inspires confidence, clarity, and a commitment to calling *you* for an interview that could lead to the job you've dreamed of.

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Jimmy Sweeney is the president of CareerJimmy and author of several career related books and writes a monthly article titled, "Job Search Secrets." Visit our friends at Amazing Cover Letters for your "instant cover letter today: <http://www.resumebycprw.com/cover-letter.htm>. "In just 3½ minutes you will have an amazing cover letter guaranteed to cut through YOUR competition like a hot knife through butter!"

