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The 15 Most Powerful Words and Phrases to Apply on Your Resume

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Below are a few words to get you started that can be used to commence a phrase when describing your achievements in your resume. They are words employers like because they reflect leadership qualities and solutions based initiatives. Try and think of other words also that may reflect your personal achievements to use in your resume.

Negotiated
Instrumental
Represented

Developed
Initiated
Designed

Achieved
Introduced
Coordinated

Managed
Contributed
Influenced

Successfully
Ensured
Coordinated

Power Phrases to Apply to Your Resume

The 15 Most Powerful Words and Phrases to Apply on Your Resume

Below are some phrases I have used in my resume that can be applied to your own resume reflecting key achievements in your current and past work history. Achievements are important because they reflect what you are capable of professionally and they also demonstrate your potential. Achievements need to be true and credible, so don't just use everyday achievements. Focus on milestones, projects and your own key initiatives that have brought about a benefit or change to the company. Power phrases can be used to describe achievements where you have:

1. Reduced costs of a specific process
2. Completed a major project on time
3. Lead a team of others in achieving a major goal
4. Introduced a personal initiative or idea implemented

Below are some examples of power phrases I have used to demonstrate my achievements:

"Managed business downsizing and redundancy program eventually leading to business closure for a large automotive components manufacturer and successfully negotiated redundancy conditions with the union."

"Formulated and implemented comprehensive strategic competency based training model for a division of a large blue chip Australian company."

Managed a department of up to 5 diverse human resource professionals and several key contract and facilities providers."

"Contributed to financial year budget cost-down process by reducing the HR budget by up to 10%."

"Lodged successful tenders for \$50,000 in training funding to deliver a broad range of industry specific competency based programs at the workplace."

Achieved approximately \$200,000 productivity savings by negotiating and implementing 3 key productivity items resulting from enterprise bargaining negotiations."

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Anthony Ranieri

Anthony Ranieri is the author of "How to Find a Job in 6 Weeks." He has helped many individuals succeed with their job search. Visit his site to find out more about the publication. <http://www.jobweb.com.au> or <mailto:info@jobweb.com.au>

Words to Avoid in Your Online Resume

By David Green

When writing an online resume there are many words that you should try to include, and many that you

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should avoid. We will go over some of the worst possible words to use in your online resume, so that you can avoid them at all costs.

Abbreviations and Acronyms

Many job seekers are quick to throw all kinds of abbreviations around thinking that it will make them sound more in tune with the industry. But too many and your online resume will start to look like secret code. Include only those that are widely known, and leave out the rest. If your industry is known for acronyms (like the computer industry) use them sparingly in your online resume.

Personal Pronouns

Yes, we understand that your online resume is actually about you, but you shouldn't use personal pronouns like I, me, or my in your writings. Using the word I can get redundant pretty quickly and can leave a recruiter uninterested. Instead, keep it concise and never refer to yourself with a personal pronoun.

Negative Words

Negativity is never a good thing when it comes to an online resume. It doesn't matter why you left your last job, never bring up words like: arrested, bored, fired, hate, or sexist. These words stick out to a recruiter, and your resume will likely only make it to the trash bin. If you had issues that you would like to bring up to your potential employer– save it for the actual interview.

Keep It Simple

While some words are unavoidable, it is important to scan your document to spot any overuse. Some of the most common offenders are: a, also, an, because, the, and very. Try to come up with a different way to say things to keep your resume interesting and well received. Remember recruiters often read hundreds of online resumes a day, so do your part to keep them awake.

Also, avoid using terms and phrases that you don't understand. Many job seekers will pick out big words to make themselves appear smarter, but it can end up backfiring in the interview. So above all else– keep it simple!

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