

Power Words for Writing a Functional Resume - Worksheet

Reference Tutorial: [How to Write a Functional or Skills-Based Resume \(With Examples + Templates\)](#). By: Charley Mendoza.

Power Words

Combine these power words with your skills and achievements to make your resume stand out.

Job-Specific, Creative and Technical

- Analyzed
- Audited
- Built
- Created
- Customized
- Debugged
- Designed
- Developed
- Fashioned
- Forecasted
- Formulated
- Illustrated
- Installed
- Maintained
- Modeled
- Operated
- Overhauled
- Photographed
- Programmed
- Restored
- Solved
- Standardized
- Systemized
- Tested

Examples:

- “Debugged the _____”
- “Formulated algorithm for _____”
- “Designed logo and icons for ABC Company’s ecommerce website”
- “Systemized the inventory and logistics process to avoid missing shipments and delivery problems”

Leadership

- Authorized
- Chaired
- Consolidated
- Coordinated
- Delegated
- Enforced
- Executed
- Hired
- Hosted
- Increased
- Led
- Managed
- Merge
- Organized
- Oversaw
- Planned
- Projected
- Spear-headed
- Strengthened
- Taught
- Trained

Examples:

- *“Oversaw the design and development of the XYZ app”*
- *“Organized the 2015 annual charity gala”*
- *“Hired the designers, editor, and writers for ABC Magazine”*
- *“Increased the company’s sales performance by X%”*
- *“Trained three junior designers and two photographers for the team”*

Communication and People Skills

- Arbitrated
- Authored
- Collaborated
- Communicated
- Convinced
- Directed
- Finished
- Headed
- Incorporated
- Influenced
- Interviewed
- Lectured
- Moderated
- Negotiated
- Persuaded
- Proposed
- Promoted
- Recruited
- Resolved
- Wrote

Examples:

- *“Arbitrated negotiations between Company ABC and XYZ, which resulted in the successful merger of the two organizations.”*
- *“Authored the 2015 industry report on _____”*
- *“Collaborated with the marketing and development team to create a high-converting website”*
- *“Proposed a streamlined way to handle design revisions and minimize back and forth communications with clients.”*

Resume Checklist

Answer these questions before emailing your resume:

Layout

- Are the sections of your resume labeled clearly?
- Are the sections placed in the best order that highlights your strongest accomplishments and credentials for the job?
- Does it use a clear and readable font? What about the colors used?
- Are the bullets and sections arranged in a logical fashion, or will it be hard for the recruiter to decipher your resume's format?

Information and Relevance

- Does it include a solid list of relevant skills and accomplishments?
- Is the information accurate and up to date?
- Can you back up everything you claim on this document, when asked during an interview?
- If you included a link to your social media profiles, have you made sure that personal pictures are set as 'private'?
- Did you include a link to your professional website and portfolio?
- Is the information filled with keywords mentioned on the job ad?

Writing Style

- Did you check the whole document for spelling or grammar problems?
- Are your accomplishments quantified using percentages, numbers, monetary amounts and other key performance metrics?
- Is the writing style clear, and free of highfalutin words that may confuse the reader?