

Resume / CV

- Resume Power Verbs
- Action Words
- Effective Languages & phrases

by Helen Baek @Asept Studios
January 2023



Agenda

Topics Covered

영문 이력서 작성을 위한 단어와 표현 익히기

Action Words & Expressions

Power verbs for Resume writing

COVER LETTER

123 Main Street, Anytown, CA 12345 · 555-212-1234 · josephq@email.com

August 17, 2020

Jane Smith
Director, Human Resources
Acme Company
123 Business Rd.
Business City, CA 54321

Dear Ms. Smith,

I am interested in the author's assistant position at Acme Company, as advertised on LinkedIn. I am currently employed as legislative director for Assemblywoman Nora Kiel, Chairperson of the NYS Assembly. I believe that the skills and experiences I have gained at this position make me an ideal candidate for the job of author's assistant.

As legislative director, I have developed strong writing and editing skills. For example, one of my main duties is to prepare Assemblywoman Nora Kiel's personal legislation, which deals with issues related to her position as Senior Member of the NYS Assembly Standing Committee.

This duty requires meticulous writing and editing skills, and an ability to convey complex legal ideas clearly. I have prepared dozens of pieces of legislation and received praise for the clarity of my writing.

I have also gained extensive experience in legal and policy research – fields that you state the author's assistant must be familiar with. My experience in the NYS Assembly has afforded me the opportunity to become familiar with the consolidated and unconsolidated laws of the State of New York. In particular, through my work with Assemblywoman Nora Kiel, I have become heavily involved in the current welfare and Medicaid reform movement. I am always eager to learn more about state legislation, reading up on these topics on my own time to become more knowledgeable. I would love to bring this passion for policy and law to your company.

I am confident that my experience in the Legislature and my research and writing skills qualify me for consideration. If you would like, I can provide you with current samples of my work. I have also enclosed my resume. I look forward to meeting with you and discussing my qualifications in more detail.

Sincerely,

Joseph Q. Applicant (signature hard copy letter)

RESUME/CV

JOHN SMITH

123 Your Address
City, State, Zip Code
(xxx)-xxx-xxxx
youremail@gmail.com

Administrative Assistant with 6+ years of experience organizing presentations, preparing facility reports, and maintaining the utmost confidentiality. Possess a B.A. in History and expertise in Microsoft Excel. Looking to leverage my knowledge and experience into a role as Project Manager.

PROFESSIONAL EXPERIENCE

REDFORD & SONS, Boston, MA

Administrative Assistant, September 2015 – Present

- Schedule and coordinate meetings, appointments, and travel arrangements for supervisors and managers
- Trained 2 administrative assistants during a period of company expansion to ensure attention to detail and adherence to company policy
- Developed new filing and organizational practices, saving the company \$3,000 per year in contracted labor expenses
- Maintain utmost discretion when dealing with sensitive topics
- Manage travel and expense reports for department team members

BRIGHT SPOT LTD, Boston, MA

Secretary, June 2011 – August 2015

- Typed documents such as correspondence, drafts, memos, and emails, and prepared 3 reports weekly for management
- Opened, sorted, and distributed incoming messages and correspondence
- Purchased and maintained office supply inventories, and being careful to adhere to budgeting practices
- Greeted visitors and determined to whom and when they could speak with specific individuals
- Recorded, transcribed and distributed minutes of meetings

EDUCATION

RIVER BROOK UNIVERSITY, Chicago, IL

Bachelor of Arts in History, May 2011

- Honors: *cum laude* (GPA: 3.6/4.0)

ADDITIONAL SKILLS

- Expert in Microsoft Office, with a focus on Excel
- Bilingual in Spanish and English
- Web and tech savvy, require little to no training

COVER LETTER

Personal Info, Contact Details & Date	1	<p>123 Main Street, Anytown, CA 12345 · 555-212-1234 · josephq@email.com</p> <p>August 17, 2020</p>
Company's Details	2	<p>Jane Smith Director, Human Resources <i>Acme Company</i> 123 Business Rd. Business City, CA 54321</p>
Salutation/ Greeting	3	<p>Dear Ms. Smith,</p>
An Introduction that grabs their attention	4	<p>I am interested in the author's assistant position at Acme Company, as advertised on LinkedIn. I am currently employed as legislative director for Assemblywoman Nora Kiel, Chairperson of the NYS Assembly. I believe that the skills and experiences I have gained at this position make me an ideal candidate for the job of author's assistant.</p>
Reasons you're perfect for the company	5	<p>As legislative director, I have developed strong writing and editing skills. For example, one of my main duties is to prepare Assemblywoman Nora Kiel's personal legislation, which deals with issues related to her position as Senior Member of the NYS Assembly Standing Committee.</p> <p>This duty requires meticulous writing and editing skills, and an ability to convey complex legal ideas clearly. I have prepared dozens of pieces of legislation and received praise for the clarity of my writing.</p>
Reasons you're perfect for the company	5	<p>I have also gained extensive experience in legal and policy research – fields that you state the author's assistant must be familiar with. My experience in the NYS Assembly has afforded me the opportunity to become familiar with the consolidated and unconsolidated laws of the State of New York. In particular, through my work with Assemblywoman Nora Kiel, I have become heavily involved in the current welfare and Medicaid reform movement. I am always eager to learn more about state legislation, reading up on these topics on my own time to become more knowledgeable. I would love to bring this passion for policy and law to your company.</p>
A compelling & strong finish	6	<p>I am confident that my experience in the Legislature and my research and writing skills qualify me for consideration. If you would like, I can provide you with current samples of my work. I have also enclosed my resume. I look forward to meeting with you and discussing my qualifications in more detail.</p>
A closing sentiment & your name	7	<p>Sincerely,</p> <p><i>Joseph Q. Applicant</i> (signature hard copy letter)</p>

RESUME/CV

Personal Info, Contact
Details & Date

1

JOHN SMITH

123 Your Address
City, State, Zip Code
(xxx)-xxx-xxxx
youremail@gmail.com

Skills Summary

2

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Work Experience

3

PROFESSIONAL EXPERIENCE

REDFORD & SONS, Boston, MA

Administrative Assistant, September 2015 – Present

Primary responsibilities

4

- Schedule and coordinate meetings, appointments, and travel arrangements for supervisors and managers
- Trained 2 administrative assistants during a period of company expansion to ensure attention to detail and adherence to company policy
- Developed new filing and organizational practices, saving the company \$3,000 per year in contracted labor expenses
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- Manage travel and expense reports for department team members

Work Experience

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BRIGHT SPOT LTD, Boston, MA

Secretary, June 2011 – August 2015

Primary responsibilities

6

- Typed documents such as correspondence, drafts, memos, and emails, and prepared 3 reports weekly for management
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- Recorded, transcribed and distributed minutes of meetings

Education

7

EDUCATION

RIVER BROOK UNIVERSITY, Chicago, IL

Bachelor of Arts in History, May 2011

- Honors: *cum laude* (GPA: 3.6/4.0)

Qualifications

8

ADDITIONAL SKILLS

- Expert in Microsoft Office, with a focus on Excel
- Bilingual in Spanish and English
- Web and tech savvy, require little to no training

RICHARD MARSHALL

UX / UI DESIGNER

CONTACT

- hello@richardmarshall.com
- + 452 56 4332 4456. + 452 56 4332 4456
- 007 Riley Street, Furry Hills 3050 Sydney, Australia

DATE

DD / MM / YEAR

INFO

TO
RECIPIENT NAME
CEO & FOUNDER

Park Avenue Road
New York

TO WHOM IT MAY CONCERN

Lorem Ipsum has been the industry's standard dummy text ever since of the service, when an unknown printer took a galley of type and scrambled into Neque porro quisquam est qui dolorem ipsum dolor sitmet consecte dolor adipisci velit, sed uia non numquam eius modi tempora incidunt laboret Neque porro quisquam est, qui dolorem ipsum quia dolor sitmet consectetur adipisci velit, sed uia non numquam eius modi tempora incidunt ut labore et dolore gnam aliquam quaerat voluptatem. The enim ad minima veniam the quostrum lorem exeaonem ullam corporis the suscipit laboriosam, nisi utont aliquid ex ea commodi on sequatur dolore gnam aliquam dolorem ipsum quia. Neque porro quisquam est, qui dolorem ipsum quia dolor sitmsectetur adipisci velit, sed uia non numquam eius modi tempora incidunt.

Neque porro quisquam est, qui dolorem ipsum quia dolor sitmet coectetur sit adipisci velit sed uia non numquam eius modi tempora incidunt ut labore et dolore gnam aliquam quaerat voluptatem. The enim ad minima veniam.

Sincerely,
RICHARD MARSHALL

A 4 & U S LETTER

RICHARD MARSHALL

UX / UI DESIGNER

CONTACT

- hello@richardmarshall.com
- + 452 56 4332 4456. + 452 56 4332 4456
- 007 Riley Street, Furry Hills 3050 Sydney, Australia

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EDUCATION

DEGREE TITLE
UNIVERSITY NAME
2030-2032

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UNIVERSITY NAME
2030-2032

DEGREE TITLE
UNIVERSITY NAME
2030-2032

EXPERIENCE

JOB TITLE
COMPANY NAME | FROM 2030 - PRESENT

Lorem Ipsum is simply dummy text a of the printing and lorem typesetting industry on the Ipsum has been of the industry's standard dummy text sit ever ipsum since when

- There are many lorem ipsum on variations of passages on the Ipsum available
- Majority have suffered alteration industryin lorem the form the by injected
- The words which don't look of lorem ipsum is simplyeven slightly in he word

JOB TITLE
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SKILLS

PROFESSIONAL

- Interface Design
- Visual Efects
- Web Design
- Branding
- Graphic Design

JOB TITLE
COMPANY NAME | FROM 2030 - 2034

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JOHN SMITH



PHONE: +1 2345 6789 1023 | EMAIL: mattsmith@email.com

LOCATION: Park Avenue Road, New York

www.mattsmith.com

UX/UI DESIGNER

PROFILE

There are many variations of the passages of Lorem Ipsum sit from available but at the majority have suffered as the alteration in some of form by the humour. Lorem Ipsum is simply dummy texts of the printing. Lorem Ipsum is simply dummy texts of the printing.

EDUCATION

M.A OF UX DESIGN

UNIVERSITY NAME

UX DESIGN

2025 - 2028

B.A OF UX DESIGN

UNIVERSITY NAME

UX DESIGN

2025 - 2028

SKILLS

PROFESSIONAL

User Interface

Visual Design

UI/UX Design

Web Design

Branding

Graphic Design

Illustration

EXPERIENCE

YOUR JOB TITLE

COMPANY NAME | 2032 - 2034

Lorem Ipsum is simply dummy texts of the printing and typesetting on industry on the Ipsum has been the industry's standards dummy text ever since the 1500s when on the Lorem unknown printer took that galley of type Lorem.

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COMPANY NAME | 2032 - 2034

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JOHN SMITH

PHONE: +1 2345 6789 1023 | EMAIL: mattsmith@email.com

LOCATION: Park Avenue Road, New York

www.mattsmith.com

UX/UI DESIGNER

AWARD

UX DESIGN AWARD

ORGANIZATION NAME

WINNER

Year - 2030

SKILLS

TECHNICAL

Adobe Photoshop

Adobe Illustrator

After Effects

Figma

Adobe XD

INTERESTS

HOBBIES

Writing

Blogging

Podcasting

Marketing

Learning languages

Photography

Travel

Sketching

Research

EXPERIENCE | CONTINUED

YOUR JOB TITLE

COMPANY NAME | 2032 - 2034

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REFERENCES

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www.jessicasmith.com

What is Power Verbs?

What is Power Verbs?

Did ☹️

'...하다, 했다'

What is Power Verbs?

Did 😞

'...하다, 했다'

Implemented 😊

'...시행하다, 실천하다'

Tips 

Writing your Resume

Tips 

Writing your Resume

- Use Power Words
- Understand how to use it/ when
- No mistakes - Spelling, Grammer

Tips 

Writing your Resume

- Use Power Words
- Understand how to use it/ when
- No mistakes - Spelling, Grammer
- Be specific

‘Increased gross sales by 4%’

Tips 

Writing your Resume

- Use Power Words
- Understand how to use it/ when
- No mistakes - Spelling, Grammer
- Be specific
 - ‘Increased gross sales by 4%’
- Bullets
- Variety
- Past/ Present tense 과거형, 현재형



How to use resume power words

01

Words you should use in your resume to describe your professional skills



How to use resume power words

02

"I'm awesome, great, experienced, an expert, a hard worker."

"I'm about to show you **how** I'm awesome."



How to use resume power words

03

Use Exact Numbers with Your Resume Power Words

Achievements to Put on a Resume

Be Specific - figures, awards, etc

Do/ Did

'...하다, 했다'



Do/ Did

'...하다, 했다'



- Implemented
- Handles
- Executed
- Carried out
- Processed
- Initiated
- Facilitated
- Conducted

Do/ Did

'...하다, 했다'



- Implemented 시행하다
- Handles 다루다, 처리하다
- Executed 실행하다
- Carried out 수행하다, 실행하다
- Processed 가공 (처리)하다
- Initiated 착수하다, 접하다
- Facilitated 가능하게 하다
- Conducted 지휘하다

Do/ Did

'...하다, 했다'



- Implemented a new system to better serve customers
- Handles
- Executed
- Carried out
- Processed
- Initiated
- Facilitated
- Conducted

Do/ Did

'...하다, 했다'



- Implemented
- Handles → present tense : 현재형
- Executed
- Carried out
- Processed
- Initiated
- Facilitated
- Conducted

Make/ Made

'...만들다, 이루다'



Make/ Made

'...만들다, 이루다'



- Developed
- Designed
- Produced
- Devised
- Formulated
- Established
- Created
- Fostered

Make/ Made

'...만들다, 이루다'



- Developed 성장, 발달하다
- Designed 계획하다, 디자인하다
- Produced 생산하다
- Devised 강구하다, 연구하다
- Formulated 만들어 내다, 표현하다
- Established 설립하다, 수립하다
- Created 창조하다
- Fostered 조성하다, 발전시키다

Make/ Made

'...만들다, 이루다'



- Developed

- Designed

powerpoint presentation
for our weekly meeting

- Produced

- Devised

- Formulated

- Established

- Created

- Fostered

Help/ Helped

'..돕다, 거들다'



- Assisted supervisor with the main project
- Aided
- Demonstrated
- Provided

Help/ Helped

'..돕다, 거들다'



- Assisted 돕다, 도움이 되다
- Aided 작업을 하는데 필요한 도움
- Demonstrated 보여주다, 발휘하다
- Provided 제공하다

Lead/ Led

'..이끌다, 앞장서다'



- Managed 해내다
- Coordinated 조직화 하다, 조정하다
- Supervised 감독 하다
- Oversaw 감시하다, 감독하다
- Spearheaded 진두지휘하다
- Directed 총괄하다

Lead/ Led

'..이끌다, 앞장서다'



- Managed
- Coordinated with engineers to achieve the project
- Supervised
- Oversaw
- Spearheaded
- Directed



Resume Action Words for “Team Player”



Resume Action Words for “Team Player”

Acknowledged

인정하다, 받아들이다

Blended

섞이다, 혼합

Collaborated

협력, 공동으로 작업하다

Contributed

기여하다, 이바지하다



Resume Action Words for “Team Player”

Acknowledged

인정하다, 받아들이다

Encouraged

권장하다, 격려하다

Blended

섞이다, 혼합

Harmonized

조화를 이루다, 맞추다

Collaborated

협력, 공동으로 작업하다

United

연합하다, 통합된

Contributed

기여하다, 이바지하다

Volunteered

자원하다, 자발적으로



Personal Summary 'A'

01

Use Adjectives

형용사

나를 잘 표현할수 있는
혹은 나타내는 품사



Personal Summary 'A'

02

Great Resume/ CV

The idea to make a really good CV or Cover Letter is to tailor it to every job

회사에 맞게 맞추다/ 조정하다

Part 1. Compound Adjectives

Part 2. You/ Description

Part 3. Verb & Position/Role

Part 1. Compound Adjectives

Part 2. You/ Description

Part 3. Verb & Position/Role

Experienced

Results
orientated

Organised

Self Motivated

Proactive

Polite

Ambitious

Adaptable

Part 1. Compound Adjectives

Experienced

Results
orientated

Organised

Self Motivated

Proactive

Polite

Ambitious

Adaptable

Part 2. You/ Description

TEFL teacher

Programmer

Waitress

Administrator
(office Worker)

Leader

Problem Solver

Team Player/
Collaborator

Self Starter

Part 3. Verb & Position/Role

Part 1. Compound Adjectives

Experienced

Results
orientated

Organised

Self Motivated

Proactive

Polite

Ambitious

Adaptable

Part 2. You/ Description

TEFL teacher

Leader

Programmer

Problem Solver

Waitress

Team Player/
Collaborator

Administrator
(office Worker)

Self Starter

Part 3. Verb & Position/Role

Seeks

Full time

Desires

Permanent

In search of

Corporate

Challenging

Part 1. Compound Adjectives

Experienced

Organised

Proactive

Ambitious

Adaptable

Results
orientated

Self Motivated

Polite

Part 2. You/ Description

TEFL teacher

Programmer

Waitress

Administrator
(office Worker)

Leader

Problem Solver

Team Player/
Collaborator

Self Starter

Part 3. Verb & Position/Role

Seeks

Desires

In search of

Full time

Permanent

Corporate

Challenging



Personal Summary 'B'

01 Experiene Summary



Personal Summary 'B'

01
Experiene Summary

02
Key Skills. Qualities
Adjectives + Job Title

Part 1. Experience Summary

Part 2. Key Skills/ Qualities

Part 1. Experience Summary

Having worked as a designer for the last 2 years, I now wish to develop my skills in an urban planning role.

Part 2. Key Skills/ Qualities

Part 1. Experience Summary

Having worked as a designer for the last 2 years, I now wish to develop my skills in an urban planning role.

Part 2. Key Skills/ Qualities

- Results-oriented sales person
- Efficient and thorough administrator
- Reliable and ambitious manager

Part 1. Experience Summary

Having worked as a designer for the last 2 years, I now wish to develop my skills in an urban planning role.

Part 2. Key Skills/ Qualities

- Results-oriented sales person
- Efficient and thorough administrator
- Reliable and ambitious manager

Skilled programmer with excellent

communication skills.

Part 1. Experience Summary

Having worked as a designer for the last 2 years, I now wish to develop my skills in an urban planning role.

Part 2. Key Skills/ Qualities

- Results-oriented sales person
- Efficient and thorough administrator
- Reliable and ambitious manager

[adj] [Job Title] with [adj]
Skilled programmer with excellent

[noun/compound noun]
communication skills.

Part 1. Experience Summary

Having worked as a designer for the last 2 years, I now wish to develop my skills in an urban planning role.

Part 2. Key Skills/ Qualities

- Results-oriented sales person
- Efficient and thorough administrator
- Reliable and ambitious manager

[adj] [Job Title] with
Adaptable English teacher with

[adj] [noun/compound noun]
personable teaching style

Activities

Write your Personal Summary
using the power verbs



Verbs to describe experience/ achievements

01

Use power verbs

02

Present job - 'ing' form
Past job - Past tense

Descriptions + Adjectives

Part 1. Experience/ Achievements Part 2. Key Achievements

Part 1. Experience/ Achievements

Part 2. Key Achievements

Administer

Provide

Help

To be in charge
of..

Manage

To be responsi-
ble for..

Supervise

Carry Out

Run

Coordinate

Part 1. Experience/ Achievements

Administer

Help

Manage

Supervise

Carry Out

Run

Coordinate

Provide

To be in charge
of..

To be responsi-
ble for..

Part 2. Key Achievements

- **Managing a sales team of 20**
- **Carrying out all banking duties**
- **Providing train for staff**

Part 1. Experience/ Achievements

Administer

Provide

Help

To be in charge
of..

Manage

To be responsi-
ble for..

Supervise

Carry Out

Run

Coordinate

Part 2. Key Achievements

- **Managing** a sales team of 20
- **Carrying out** all banking duties
- **Providing** train for staff

Part 1. Experience/ Achievements

Administer

Help

Manage

Supervise

Carry Out

Run

Coordinate

Provide

To be in charge
of..

To be responsi-
ble for..

Part 2. Cover Letter

- **As Assistant Manager at IMG,**
I am in charge of daily banking
tasks
- **As Project Manager at IMG,** I su-
pervised a team of engineers

Part 1. Experience/ Achievements

Administer

Help

Manage

Supervise

Carry Out

Run

Coordinate

Provide

To be in charge
of..

To be responsi-
ble for..

Part 2. Cover Letter

- As Assistant Manager at IMG, I am **in charge of** daily banking tasks
- As Project Manager at IMG, I **supervised** a team of engineers

Activities

Write your Experience/ Study/ Skills
Summary using the power verbs

Buzz Words

Buzz Words	Use Instead
In Charge Of	Directed...
Excellent	Improved...
Go Getter	Accomplished...
Hard Worker	Achieved...
Strategic Thinker	Designed...
Outside the Box	Created...
Responsible For	Managed...
Expert	Delivered...
Innovative	Developed...
Specialized In	Handled...
Creative	Created...
Synergized	Collaborated With...
Go To	Trusted By...
Results-driven	Raised...
Team Player	Participated In...
Detail Oriented	Spotted...
Focused	Refined...
Ninja	Installed...
Super	Slashed...
Great	Increased...