

7. **Start sentences with action verbs** (*directed, led, performed, collaborated with*) or sometimes noun phrases (*operations executive, team member, team leader, sales professional*) instead of passive statements like *Responsible for* or *Duties included*.
8. **Sidestep any potential negatives.** It's easier to address issues in person.
9. **Avoid baseless personality attributes.** Use personality pairing to combine your soft skills with tangible documentation of the skills.
10. **Proof the résumé.** Proof it again. Have someone else proof it, as well.

Examples of Résumé-Speak

Résumé-speak converts a quiet, conversational writing style into a punchy, quasi-advertising writing style, as these examples show.

Before

I had the largest share of sales on staff for over eleven years running. There were nine people on our team.

After

Ranked #1 in sales production among team of 9 for 11 consecutive years.

Before

I am responsible for drawing blood for various types of tests, including microbiology, bacteriology, chemistry, hematology, serology, and special chemistry. I also process these tests.

After

Performed blood draws and processed tests for microbiology, bacteriology, chemistry, hematology, serology, and special chemistry.

Before

I had to handle a lot of extra work recently because our company was going through some difficult times and the department had its staff cut by 30%.

After

Good time-manager—handled notable increase in workload during recent 30% reduction in staffing.

Résumé-speak adheres to accepted grammatical form yet refrains from a rigid, “one-size-fits-all” set of rules. For instance, in formal business communications, you would usually spell out numbers from one through nine.