

REVAMP YOUR RESUME

With Dynamic Action Verbs and Impactful Phrases To Impress Hiring Managers

By Rehmat Anjum



Hey There,



I am Rehmat Anjum, a Massive Career Growth Coach, and the creator of the 'Massive Career Growth Club'.

Have you ever felt frustrated when you applied for a job that perfectly matched your goals, skills, and experience, but received no response?

Even when you apply for different positions, the same thing happens, leaving you wondering why companies are not recognizing your value.

You may be missing out on highlighting your strengths correctly, which is why I'm here to help.

Join me in my next 3 Hour LIVE Massive Career Growth & Branding Masterclass.

Don't let this situation hold you back from landing your next best job. Instead, gain the skills and knowledge you need to take your career to the next level and become the top choice of recruiters.

Rehmat Anjum

Massive Career Growth Coach

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ACTION VERBS

Incorporating action verbs into your resume is a powerful way to communicate your performance and achievements to prospective employers. To make the most impact, start your resume bullets with these powerful words and use them consistently throughout your career summary.

- Accelerated
- Acquired
- Adapted
- Addressed
- Advanced
- Advised
- Advocated
- Analyzed
- Authored
- Budgeted
- Built
- Captured
- Chaired
- Championed
- Changed
- Closed
- Coached
- Composed
- Counseled
- Decreased
- Delivered
- Designed
- Developed
- Devised
- Discovered
- Diversified
- Diverted
- Drive
- Earned
- Educated
- Eliminated
- Enacted
- Energized
- Engineered
- Enhanced
- Established
- Examined
- Exceeded
- Expanded
- Facilitated
- Finalized
- Formed
- Formulated
- Found
- Generated
- Guided
- Headed
- Hired
- Identified
- Implemented
- Improved
- Increased
- Influenced
- Initiated
- Inspired
- Integrated
- Introduced
- Launched
- Located
- Maintained
- Managed
- Mapped
- Marketed
- Mediated
- Modeled
- Motivated
- Navigated
- Negotiated
- Observed
- Operated
- Orchestrated
- Organized
- Originated
- Oversaw
- Perfected
- Performed
- Persuaded
- Piloted
- Planned
- Pinpointed
- Prepared
- Presented
- Projected
- Provided
- Rebuilt
- Recaptured
- Redesigned
- Reorganized
- Reinvigorated
- Resolved
- Restored
- Revised
- Secured
- Simplified
- Solidified
- Streamlined
- Structured
- Supervised
- Supplied
- Supported
- Surpassed
- Targeted
- Transformed
- Transitioned
- United
- Upgraded
- Won
- Wrote

POWERFUL & IMPACTFUL PHRASES

Use these impactful phrases into your career summary to leave a lasting impression. Additionally, ensure that you include industry and position-specific keywords in your resume to optimize its impact.

- Outperformed market competition Passionate human resources trailblazer Peak performer
- Self-starter
- Six Sigma champion Startup organizations
- Strategic planning & execution
- Strong communicator able to engage and influence diverse stakeholders Turnaround specialist.
- Strong and sustainable gains Talent maximizer
- Visionary business leader World-class operations
- Double-digit improvements Driving innovation.
- Accelerated career track Action-oriented leader.
- Aggressive turnaround leadership Award-winning pacesetter
- Best-in-class
- Change catalyst driving organizational transformation.
- Change management Competitive market positioning Cultivator of strategic alliances Devoted people leader Diversity & inclusion
- Elite performer Entrepreneurial vision Executive leadership Fast-track promotion High caliber.
- Innovative growth strategist Lean manufacturing driver Organizational driver

Use these phrases judiciously to enhance the flavor of your resume and cover letter. Think of them as hot sauce - a little goes a long way, so use them thoughtfully and avoid overindulging.

STRENGTH HIGHLIGHTER

Highlighting your strengths is crucial in your resume. Although it may seem difficult to do so without appearing arrogant, it's important to showcase your abilities and achievements.

Here are 27 strengths descriptors to get you started:

- Achiever
- Ambitious
- Analytical
- Authentic
- Caring
- Creative
- Dedicated
- Developer
- Empathetic
- Enthusiastic
- Flexible
- Honest
- Integrity
- Lifelong
- Learner
- Logical
- Maximizer
- Motivated
- Optimistic
- Open-Minded
- Patient
- Persistent
- Proactive
- Responsible
- Strategic Thinker
- Self-Controlled
- Trustworthy
- Versatile



I understand the hesitation and the desire to remain humble, but it's necessary to stand out in a competitive job market.

THE POWERFUL WAY TO STAND OUT IN CROWD

Want to land high paying job offers, 10x your job hunt efficiency & achieve massive career growth?

Join me in my next 3 Hour LIVE Massive Career Growth & Branding Masterclass.

In the LIVE MCGB masterclass, I'll guide you through the

MASSIVE CAREER GROWTH BLUEPRINT

Where you will learn how to increase your salary by 150%, 10x your job hunt efficiency & achieve massive career growth

- **DOWNLOAD BONUSES WORTH RS. 9095/- FREE**
- **JOIN MASSIVE CAREER GROWTH COMMUNITY**

Register here !

More details here: <https://masterclass.rehmatanjum.com/> or
Write to us at: support@rehmatanjum.com

BONUS

ASK THESE QUESTIONS BEFORE YOU WRITE YOUR ACCOMPLISHMENTS

1. Any recognition you've received in your role as a first-time achiever?
2. What recent project have you completed that helped increase company profits?
3. Describe a problem you recently solved & how it impacted revenue & cost?
4. What project have you recently completed that attracted new clients to your company?
5. What were your previous goals, and how did you achieve them?
6. Have you earned any awards or recognition in your past roles?
7. How can you quantify your accomplishments in your previous roles?
8. Tell me a situation where you solved a difficult problem?
9. Describe a time when your leadership or teamwork skills led to success.
10. Have you received positive feedback from clients or colleagues in previous roles?
11. Have you trained colleagues in previous roles?
12. Have you taken on additional responsibilities in previous roles?

WHAT'S NEXT

Well done!

If you have taken value from this workbook and want access to more tools, resources, career hacks and coaching opportunities, I would love to hear from you!

Check out your next steps options below.

Join my VIP massive career growth community.

[Join my private FB group!](#)

[Join my WhatsApp group!](#)

[Join my Telegram group!](#)

Trouble joining the group, reach out to us at support@rehmatanjum.com

Want to get actionable job search tips?

[Subscribe to my weekly Newsletter](#)

Join 3 hour LIVE MCGB masterclass here-

[Register for LIVE Masterclass!](#)

ABOUT YOUR COACH, REHMAT ANJUM

Hi I'm Rehmat Anjum, **massive growth lover**, pivoted my career in Career Coaching, and I'm passionate about **helping growth-driven people uncover their super powers to pivot their careers, and live a growth lifestyle.**

I'm here to help you-

- ▶ *Escape the Job Search Frustration*
- ▶ *Ignite Your Career Growth*
- ▶ *Unlock the Power of Personal Branding*
- ▶ *Achieve Unparalleled Success by becoming a Thought Leader*

I've formalized a proven system into an easy-to-execute **7 E's framework** that anyone can use to achieve massive career growth and land high paying job offers.

People have not just landed their next best job, but they also get:

- ✓ Impressive Salary Increase: 150% on an average.
- ✓ Enhanced Career Clarity: A notable 100% improvement.
- ✓ Comprehensive Support throughout the Job Search Process.

Let's embark on this transformative journey together and make the rest of your life the best it can be.

Rehmat Anjum

Massive Career Growth Coach



JOIN ME LIVE
MASSIVE CAREER GROWTH &
BRANDING MASTERCLASS



Register here !

More details here: <https://masterclass.rehmatanjum.com/> or
Write to us at: support@rehmatanjum.com

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