

Warning Use These Words

A CareerBuilder survey asked hiring managers what words job applicants could use instead of more overused resume terms they had grown tired of seeing. When describing both your hard and soft skills, consider using these words and be sure to attach them to specific examples.

- Achieved: 52 percent
- Improved: 48 percent
- Trained/mentored: 47 percent
- Managed: 44 percent
- Created: 43 percent
- Resolved: 40 percent
- Volunteered: 35 percent
- Influenced: 29 percent
- Increased/decreased: 28 percent
- Ideas: 27 percent
- Negotiated: 25 percent
- Launched: 24 percent
- Revenue/profits: 23 percent
- Under budget: 16 percent
- Won: 13 percent

From <http://advice.careerbuilder.com/posts/the-skill-set-more-than-of-employers-want?utm_source=TWITTER&utm_medium=social&utm_campaign=Career%20Tips&linkId=26056982>