

Key Resume Phrases and Words

The following phrases and words should help your resume to be the marketing tool it needs to be. These phrases indicate how your experience, expertise, and education can solve problems for your new organization. It does by conveying involvement, accomplishments and your pursuit for excellence. These phrases and words work in your favor because when used properly they make your resume easy to read.

Interaction with...	Acted as liaison for/between...
Established...	Formulated...
Edited...	Handled...
Initiated...	Implemented...
Managed...	Assigned territory consisting of...
Maintained...	Promoted to/from...
Instrumental in...	Recipient of...
Remained as...	Innovation resulted in...
Honored as...	...amounting to a total savings of...
Recommendations accepted by...	Administered...
Adept at...	Analyzed/Assessed...
Assisted with...	Arranged...
Coordinated...	Counseled...
Delegated...	Conducted...
Directed...	Demonstrated...
Developed...	Advised...
Consulted...	Delivered...
Budgeted...	Drafted...
Evaluated...	Gathered...
Installed...	Improved...
Instructed...	Investigated...
Negotiated...	Organized...
Planned...	Performed...
Presented...	Recommended...
Proven track record in...	Experience involved/included...
More than ____ years experience...	Expertise and demonstrated skills...
Successful in/at...	Experienced in all facets/phases...
Knowledge of/experienced as...	Extensive training/involvement...
Initially employed...	Specialize in...
Proficient/competent at...	Temporarily assigned to...
Sales quota accountability...	Reported directly to...
Served/Operated as...	In charge of...
Direct/Indirect control...	Familiar with...
Assigned to...	Contracted/Subcontracted...
Provided technical assistance...	Acted/Functioned as...
...on an ongoing/regular basis...	...to ensure maximum/optimum...
Worked closely with...	Resulted in...
Accomplished...	

Note: for these phrases to most effective they must be followed by specific information.

In addition to those phrases I have compiled a few examples of skills and descriptive lines that you should feel free to use or modify for your own situation.

Organizational Skills

- Performed data entry duties with excel and access.
- Attained highest sales for the month of _____ by selling \$\$\$\$ amount of product.
- Operated under time constraints and proficiency requirements
- Received associate of the month for paying attention to detail and accuracy
- Successfully used multi-line telephone
- Learned the value of accuracy and efficiency by...
- Employed multi-tasking skills to react to changes in a fast-paced environment
- Perfected time management and planning skills by successfully maintaining full-time academic status while working _____ numbers of hours a week.
- Protected the integrity of confidential, privileged information, and large cash transactions
- Handled late accounts assertively and effectively by...
- Successfully handled credit cards, checks, and depository security issues
- Accurately maintained park cash operations during working shifts
- Successfully met production deadlines on a daily basis

Teamwork Skills

- Gained a reputation for being a team player by ...
- Received Team Player award for ...
- Entrusted to work and uphold protocol within corporate office among high-level executives by ...
- Served as a liaison between team employees and management
- Work with team members to design a process to accomplish...

Public Relations and Interpersonal Skills

- Dealt with diverse customers on a constant basis, promoting my excellent communication and customer service skills
- Constructively handled difficult situations
- Developed and maintained an extensive network of contacts and clients
- Established and maintained good rapport with over 20 colleagues and managers
- Developed strong speaking and listening skills while reading to and communicating with employer
- Developed crisis management skills during health emergencies

Leadership and Management Skills

- Recruited, trained and supervised X-Number of personnel in _____
- Conducted timely performance appraisals
- Supervised bi-weekly scheduling of X-Number of departmental team members

Additional Resume Categories

To improve your selling position try adding **RELEVANT** information to your resume and/or cover that focuses on special experience, knowledge or skills that you have and are ready to put to us at your new organization:

PROFESSIONAL AFFILIATIONS
INTERNSHIPS
ACCOMPLISHMENTS
EDUCATION
EDUCATIONAL HIGHLIGHTS
TRAVEL
SCHOLARSHIPS
INTERESTS
QUALIFICATIONS SUMMARY
PUBLICATIONS
TRAINING
PUBLICATIONS

TECHNICAL SKILLS
VOLUNTEER ACTIVITIES
COOPERATIVE
REFERENCES
HONORS
LEADERSHIP ACTIVITIES
LANGUAGES
SKILLS
PRESENTATIONS
RELATED EXPERIENCES
SUMMARY
PURPOSE

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