

QUICK START GUIDE

>>> *Tools for Building Your Résumé*



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>>> OVERVIEW

We at StartSavvy know what employers look for in a new job candidate. Not only is it important to have experience, it's also important how you represent yourself on your résumé. With the help of the 2017 StartSavvy Quick Start Guide, you will be on the course to a professionally written résumé in no time.

This is not meant to serve as a step-by-step book of how to build your résumé, but rather a quick guide of the essential elements you should know when building it. Reading through these simple steps will make your job, and your getting a job, much easier.

We hope that you will use this information to help jump-start your résumé writing. Good luck!

Additional helpful information:

Tips from the Pros: This can be found in the resume section of our website. These pros are among the top resume writers in the industry.

onetonline.org: Remember to use this resource to find information on occupations that will prove valuable in developing your résumé.

>>> DO'S & DONT'S

First and foremost, there is no right or wrong way to write a résumé. There are accepted practices, preferred fonts and formats, among other critical elements. The list below should be used as a checklist of things to remember when preparing your résumé.

- 1) A résumé is a marketing document. You are the product! It is not an autobiography, it is a summary of your work and accomplishments.
- 2) Neatness is important.
- 3) Most commonly used fonts in résumés are Times New Roman and Arial. Typical font size is 10-12 pt. Rule of thumb: never smaller than 10 pt.
- 4) Most résumés are created as a Word document. When sending them via email, convert them to a PDF file as this will protect the format.
- 5) Make sure to “bold” your name. If the résumé requires more than one page, make sure to include your name in the header on each of the successive pages.
- 6) Check your email. It should be professional, beware of the cutesy emails as it is a reflection on you.
- 7) Focus on your accomplishments and results – quantify and qualify where possible.
- 8) Choose your words carefully – check out this handbook for suggestions.
- 9) Customize your résumé for each job to which to apply.
- 10) Proofread, proofread, proofread – ask a friend to proofread as well.

>>> ALTERNATIVE HEADINGS

INSTEAD OF:

Profile or Summary

USE:

*Accomplishments - Background - Professional Profile - Career Summary
Strengths - Qualifications - Summary of Qualifications*

INSTEAD OF:

Experience

USE:

*Career Experience - Professional Experience - Relevant Experience
Relevant Coursework - Work History - Professional Highlights - Employment History*

INSTEAD OF:

Skills

USE:

*Abilities - Core Competencies - Expertise - Proficiency - Talents
Summary of Qualifications*

INSTEAD OF:

Education

USE:

*Academic Credentials - Continuing Education - Credentials - Industry Training
Licenses - Professional Certification*

INSTEAD OF:

Affiliations

USE:

*Activities - Associations - Civic Involvement - Leadership - Community Involvement
Community Service - Memberships - Professional Affiliations - Volunteerism*

>>> DESCRIPTIVE WORDS

Accomplished - Persistent - Results-oriented
Experienced - Talented - Dedicated
Highly effective - Hands-on - Committed
Fast-track experience - Confident - Resourceful contributor
Recognized as - Outstanding problem solving - Extensive experience
Detail oriented - Proven Ability - High-energy
Passionate - Gregarious - Focused
Excellent track record - Multi-tasking - Organized
Entrepreneurial - Profit-driven - Perceptive
Team-minded - Highly motivated - Profit oriented
Well rounded - Performance driven - Technologically astute
Articulate - Strategic (strategist) - Self-directed
Self-motivated - Demonstrated ability - Passionate commitment
Well developed ability - Self-disciplined

>>> POWER WORDS

A

Action/Verb

Synonym

abated	decline, decrease, lessen
abbreviated	concise, condensed, summarized
abolished	ended, eradicated, terminated
abridged	compressed, condensed, compact
absolved	cleared, excused, exonerated
absorbed	consumed, engrossed, fascinated
accelerated	fast, rapid, swift
accentuated	heightened, highlight, stress
accommodated	adapt, aid, support
accomplished	achieve, attain, realize
accounted for	available, at hand, near
accrued	accumulate, amass, build up
accumulated	accrued, amass, collect
achieved	accomplished, concluded, done
acquired	attained, earned, received
acted	mock, pretended, simulate
adapted	accommodate, conform, tailor
adopted	accept, endorse, foster
added	augment, summated, supplement
addressed	discourse, lecture, remark
adjusted	altered, diversified, revised
administered	execute, manage, oversee
advanced	continue, further, promote
advertised	amplify, notify, publicize
advised	apprise, enlighten, inform
advocated	advance, bolster, encourage
affirmed	approved, assured, confirmed
aided	alleviate, benefit, subsidize
alerted	caution, notify, signaled
aligned	commensurate, level, parallel
allayed	abate, assuage, relieve
alleviated	ease, improve, mitigate
allocated	allot, budget, designate

Action/Verb

Synonym

allotted	appoint, budget, mete
altered	adjust, convert, revised
amassed	compile, collect, gather
amended	enhance, improve, modify
analyzed	consider, examine, interpret
answered	comment, reply, remark
anticipated	assume, expect, deduce
appeased	conciliate, contend, subdue
applied	correlated, exercised, related
appointed	assign, delegate, determine
appraised	assess, evaluate, inspect
approached	advance, offer, propose
appropriated	appoint, devote, disperse
approved	commend, praise, sanction
arbitrated	mediate, negotiate, settle
aroused	animate, enliven, provoke
arranged	classify, methodize, organize
articulated	express, state, told
ascertained	confirm, determine, verify
aspired	aim, strive, yearn
assembled	accumulate, convene, unite
assessed	estimate, evaluate, judge
assigned	apportion, delegate, designate
assimilated	accommodate, incorporate, standardize
assisted	abet, collaborate, facilitate
assured	ensured, insured, guaranteed
attained	acquire, obtain, procure
audited	examine, review, verify
augmented	amplify, compound, supplement
authored	created, penned, wrote
authorized	accredit, enable, entitle
automated	computerized, mechanized, programmed
averted	advance, broach, propose
avoided	abstain, desist, evade
awarded	bestow, confer, grant

>>> POWER WORDS

B

Action/Verb

Synonym

balanced	collate, offset, stabilize
began	activate, commence, initiate
benchmarked	commence, leveled, targeted
benefited	advance, further, promote
bid	propose, tender, venture
billed	debit, invoice, reckon
blended	combine, compound, integrate
blocked	intercept, prevent, stonewall

Action/Verb

Synonym

bolstered	maintain, reinforce, support
boosted	amplify, augment, elevate
bought	acquire, purchase, procure
branded	establish, identify, designate
bridged	bind, link, unite
broadened	link, increase, supplement
brought	effectuate, convey, import
budgeted	allocate, calculated, computed
built	calculated, construct, engineer

>>> POWER WORDS

C

Action/Verb

Synonym

calculated	appraise, consider, enumerate
calibrated	adjust, attune, regulate
capitalized	attune, use, utilize
captivated	fascinate, subdue, charm
captured	caught, contained, detained
cared for	aid, provide for, support
carried	channel, convey, sustain
carved	form, hew, shape
categorized	hew, group, sort
catalogued	arrange, class, index
caught	apprehend, capture, seize
cautioned	advise, alert, forewarn
cemented	combine, merge, seal
certified	approved, authenticate, authorize
chaired	Judge, mediate, preside
challenged	dispute, investigate, question
championed	investigate, defend, uphold
changed	adjust, modify, transform
charged	impugn, indict, reproach
charted	arrange, graph, plot
checked	compare, inspect, verify
chose	accept, elect, select
chronicled	enter, narrate, report
circulated	broadcast, distribute, issue
circumvented	avoid, elude, prevent
cited	indicate, quote, reference
clarified	define, illuminate, simplify
classified	categorize, sort, group
cleaned	clarify, expunge, sanitize
connected	affix, equate, relate
conserved	hoard, save, stash
considered	contemplate, muse, ponder
consolidated	amass, combine, join
constructed	build, create, make
consulted	ask, confer, discuss
consummated	achieve, complete, finish
contacted	approach, communicate, relate
continued	extend, maintain, persevere
contracted	abate, confine, edit
contributed	advance, assist, fortify
controlled	manage, oversee, supervise
converted	adjust, change, modify
conveyed	bring, carry, transport

Action/Verb

Synonym

cleared	absolve, clarify, cleanse
closed	end, seal, shut
coached	advise, encourage, support
coded	arrange, classify, organize
collaborated	corporate, concur, conspire
collated	compare, liken
collected	arrange, find, gather
combined	add, mix, integrate
commanded	authorized, decreed
commended	acclaim, exalt, praise
commenced	begun, start
commissioned	appoint, command, enlist
communicated	talk, speak, verbalize
compared	analyze, contrast, consider
compiled	assemble, amass, gather
complemented	acclaim, laud, recommend
completed	end, finish, stop
composed	author, create, design
compounded	blend, combine, nix
computed	estimate, sum, tally
conceived	accept, believe, understand
concentrated	consider, muse, ponder
conceptualized	conceive, imagine, envision
condensed	abridge, compress, reduce
conducted	compress, direct, oversee
conferred	consult, discuss, parley
configured	arrange, assemble, group
confirmed	affirm, endorse, verify
confronted	encounter, resist, withstand
convinced	assure, establish, persuade
cooperated	aid, contribute, further
coordinated	group, manage, organize
copied	duplicate, transcribe,
corrected	alter, better, fix
corresponded	accord, coincide, match
counseled	advise, caution, warn
created	author, design, make
critiqued	assess, examine, rate
cultivated	breed, develop, harvest
customized	alter, convert, modify
cut	bisect, curtail, prune

>>> POWER WORDS

D

Action/Verb

Synonym

dealt	traded, marketed, sold
debated	argued, discussed, disputed
debugged	corrected, fixed, cured
decided	determined, resolved, settled
decoded	decipher, fathom, solve
decreased	abate, decline, ebb
dedicated	apply, assign, commit
defined	decide, explain, specify
delegated	charge, elect, invest
delineated	border, define, edge
delivered	distribute, remit, transfer
demonstrated	determine, Establish, indicate
deployed	arrange, display, position
derived	conclude, deduct, judge
described	communicate, explain, Specify
designated	entitle, label, name
designed	construct, devise, invent
detailed	allocate, commission, designate
detected	discover, encounter, uncover
determined	decide, regulate, terminate
developed	advance, promote, thrive
devised	arrange, construct, improvise
diagnosed	determine, interpret, identify
differentiated	contrast, demarcate, separate
diffused	disburse, mitigate, temper

Action/Verb

Synonym

directed	govern, lead, manage
disbursed	distribute, expend, outlay
discovered	detect, identify, reveal
discussed	confer, converse, review
dispatched	forward, remit, transmit
dispensed	allot, distribute, portion
displayed	Arrange, demonstrate, showcase
disposed	actuate, induce, regulate
disproved	belie, confute, rebut
dissected	dismember, part, sever
disseminated	circulate, disperse, publish
dissolved	decline, disband, terminate
distinguished	collate, label, judge
distributed	administer, bestow, prorate
diversified	alter, expand, variegate
diverted	deflect, modify, veer
divested	deprive, remove, seize
divided	detach, segment, unbind
documented	certify, record, script
doubled	binary, dual, paired
drafted	compose, devise, formulate
dramatized	amplify, exaggerate, overdo
drew up	compose, prepare
drove	compel, induce, urge

>>> POWER WORDS

E

Action/Verb

Synonym

earned	acquire, collect, obtain
eased	assist, expedite, mollify
economized	conserve, manage, save
edited	alter, compile, prepare
educated	coach, develop, teach
effected	cause, complete, enforce
elaborated	devise, develop, enhance
elected	appoint, chosen, select
elevated	dredge, erect, hoist
elicited	cause, evoke, obtain
eliminated	cancel, discharge, eradicate
embraced	clasp, enfold, seize
emphasized	assert, headline, prioritize
empowered	accredit, enable, vest
enabled	approve, commission, permit
encouraged	buoy, fortify, incite
ended	cease, dissolve, terminate
enforced	compel, dictate, evoke
engaged	appoint, enlist, retain
engineered	arrange, devise, manage
enhanced	amplify, embellish, upgrade
enlisted	draft, enroll, hire
enriched	cultivate, endow, supplement
enrolled	accept, engage, register

Action/Verb

Synonym

ensured	certify, Establish, warrant
entered	access, arrive, probe
entertained	captivate, inspire, regale
enticed	beguile, lure, tempt
equipped	endow, prepare, supply
established	create, decree, enact
estimated	assess, budget, gauge
evaluated	appraise, classify, value
examined	audit, consider, research
exceeded	eclipse, excel, surpass
executed	achieve, enact, render
exercised	apply, employ, utilize
exhibited	display, feature, proclaim
expanded	amplify, broaden, increase
expedited	facilitate, promote, urge
experienced	confront, encounter, endure
experimented	examine, explore, speculate
explained	clarify, decipher, interpret
explored	examine, probe, survey
expressed	exert, state, testify
extended	amplify, increase, widen
extracted	derive, glean, wrest

F

fabricated	assemble, compose, create
facilitated	aid, further, promote
factored	allow for, consider,
familiarized	condition, enlighten, inform
fashioned	create, devise, mold
fielded	deflect, handle, return
filed	finish, level, refine
filled	furnish, inflate, pervade
finalized	complete, conclude, decide
financed	capitalize, endow, promote
fine tuned	adapt, conform, hone
finished	alter, modify, complete
fixed	imbed, implant, stabilize
focused	convene, rivet, spotlight
followed	ensue, displace, pursue
forecasted	anticipate, conclude, infer

forged	duplicate, invent, produce
formalized	invent, denote, entitle
formed	arrange, compose, develop
formulated	compose, contrive, invent
fortified	brace, consolidate, reinforce
forwarded	advance, expedite, promote
fostered	cultivate, further, support
fought	challenge, dispute, strive
found	detect, observe, pinpoint
founded	begin, induce, start
framed	assemble, forge, produce
fulfilled	achieve, complete, perfect
functioned as	act, operate, perform
funded	endow, finance, support
furnished	Appoint, equip, purvey
furthered	assist, Contribute, patronize

>>> POWER WORDS

G

Action/Verb

Synonym

gained
garnered
gathered
gauged
gave
generated
governed
graduated

acquire, consummate, procure
accumulate, collect, reap
amass, group, unite
appraise, count, quantify
cede, endow, supply
cause, develop, produce
command, execute, regulate
complete, earn, finish

Action/Verb

Synonym

grasped
greeted
grew
grouped
guaranteed
guided

accept, comprehend, understand
herald, receive, welcome
advance, evolve, increase
arrange, class, order
affirm, pledge, verify
advise, govern, teach

H

halted
halved
handled
headed
heightened
held
helped

cease, curb, stop
bisect, divide, split
advise, operate, Supervise
chair, manage, supervise
enhance, increase, magnify
confine, detain, retain
aid, assist, support

hired
honed
hosted
hypnotized
hypothesized

employ, engage, retain
instruct, teach, practice
accommodate, entertain, receive
charm, entrance, mesmerize
consider, deem, judge

I

identified
ignited
illustrated
implemented
imported
improved
improvised
incited
included
incorporated
increased
indicated
individualized
indoctrinated
induced
influenced
intervened
interviewed
invented
inventoried

analyze, classify, select
enflame, kindle, start
clarify, depict, typify
complete, enable, start
attend, conduct, usher
develop, progress, revise
contrive, comprise, invent
induce, persuade, stimulate
accommodate, add, introduce
blend, combine, include
advance, build, supplement
attest, make, reveal
brand, define, portray
convince, instill, program
cause, incite, urge
alter, impel, shape
divide, involve, settle
consult, question, quiz
build, create, make
add, compute, specify

invested
investigated
invigorated
informed
infused
initiated
innovated
inspected
inspired
installed
instilled
instituted
instructed
insured
integrated
intensified
interacted
interceded
interpreted
invited
involved
isolated
issued
itemized

endow, infuse, stake
check, examine, scout
enliven, rally, trigger
caution, edify, teach
animate, impart, pervade
begin, start, trigger
admit, induct, unveil
audit, review, study
cause, elate, infuse
build, Establish, station
diffuse, impart, program
launch, organize, pioneer
appraise, drill, notify
cinch, hedge, warrant
Arrange, blend, join
accent, enhance, rouse
combine, join, merge
interpose, negotiate, reconcile
clarify, decipher, translate
allure, issue, summon
bind, commit, link
detach, part, seclude
emit, stem, vent
cite, quote, record

>>> POWER WORDS

J

Action/Verb

Synonym

joined
judged

adhere, combine, interlace
arbitrate, decree, determine

Action/Verb

Synonym

justified

assert, condone, legitimize

K

keenly (adverb)

sharp, astute, clever

L

launched
learned
lectured
led
lessened
leveraged
licensed
lifted
limited

catapult, discharge, propel
attain, grasp, study
express, recite, teach
convey, guide, usher
abate, decrease, reduce
compel, influence, regulate
accredit, certify, permit
elevate, raise, uphold
confine, restrict, lessen

linked
liquidated
listened
litigated
loaded
located
logged

combine, group, relate
cash, convert, honor
attend, hear, observe
contest, dispute, sue
heap, pack, pile
detect, find, uncover
enter, note, record

M

made
maintained
managed
mandated
maneuvered
manipulated
manufactured
mapped
marked
marketed
minimized
mobilized
modeled
moderated
modified
molded
monitored

create, invent, produce
invent, support, sustain
direct, supervise, wield
agree, mandate, permit
devise, navigate, operate
change, maneuver, plan
assemble, build, complete
chart, direct, plan
check, imprint, label
advertise, display, sell
curtail, decrease, diminish
impel, propel, ready
base, create, pattern
abate, curb, modify
adjust, convert, vary
build, frame, plot
audit, control, observe

mastered
masterminded
maximized
measured
mediated
memorized
mentored
merged
merited
met
monopolized
motivated
mounted
moved
multiplied

comprehend, grasp, understand
plan, direct, skillfully execute
enlarge, escalate, increase
assess, gauge, mete
arbitrate, conciliate, determine
comprehend, fathom, understand
coach, counsel, guide
blend, mix, unite
mix, gain, rate
contact, encounter, engage
consume, engross, possess
cause, quicken, sway
begin, promote, start
advance, relocate, proceed
add, boot, raise

>>> POWER WORDS

N

Action/Verb

Synonym

named
narrated
navigated
negotiated
netted
neutralized

classify, define, label
depict, portray, recite
direct, operate, guide
accommodate, haggle, mediate
accumulate, earn, reap
balance, negate, offset

Action/Verb

Synonym

nominated
normalized
notified
nurtured

appoint, elect, present
class, control, even
alert, inform, warn
care, develop, foster

O

observed
obtained
offered
officiated
offset
opened
operated
optimized
orchestrated
ordered
organized

detect, discover, mark
acquire, collect, retain
extend, furnish, provide
conduct, direct, manage
balance, compensate, negate
disclose, expand, vacated
conduct, convey, promote
culminate, expand, perfect
arrange, compose, organize
command, direct, instruct
arrange, construct, formulate

oriented
originated
outdistanced
outlined
outperformed
overcame
overhauled
oversaw
owned

adapt, conform, direct
begin, commence, start
outdo, outpace, pass
chart, describe, plot
beat, eclipse, surpass
best, conquer, master
examine, fix, redo
captain, command, manage
have, occupy, possess

>>> POWER WORDS

P

Action/Verb

Synonym

paced	traversed, progressed
packaged	bundled, wrapped
packed	bundled, wrapped
pared	crop, prune, reduce
participated	aide, concur, share
partnered	consort, cooperate, help
passed	accomplish, complete, finish
penetrated	charge, insert, seep
placed	allot, locate, station
planned	craft, devise, outline
played	divert, show, trifle
praised	cheer, ennoble, extol
predicted	anticipate, conclude, foresee
prepared	alter, change, revise
prescribed	appoint, command, require
presented	cite, declare, state
preserved	conserve, defend, uphold
presided	advise, chair, manage
prevailed	dominate, master, succeed
prevented	avoid, counter, restrict
printed	compose, issue, publish
prioritized	assert, charge, repeat
processed	alter, convert, refine
procured	annex, induce, secure
produced	create, make, manufactory

Action/Verb

Synonym

perceived	behold, divine, observe
perfected	accomplish, complete, refine
performed	achieve, effect, satisfy
persuaded	coach, enlist, urge
photographed	depict, draw, portray
piloted	convey, guide, oversee
pinpointed	define, place, spot
pioneered	begin, develop, start
profiled	contour, form, shape
programmed	book, charter, reserve
progressed	advance, proceed, travel
projected	arrange, chart, feature
proliferate	grow, produce, multiply
promoted	advance, further, urge
proofread	alter, emend, revise
proposed	advance, contend, state
protected	assure, defend, guard
proved	affirm, attest, certify
provided	arrange, cater, furnish
pruned	clip, trim, reduce
publicized	bill, headline, spotlight
purchased	attain, invest, procure
pursued	bait, follow, track

Q

quadrupled
qualified
quantified
queried

fourfold
certify, endow, sanction
add, calculate, measure
doubt, enquire, examine

questioned
quoted

asked, challenged, probed
detail, name, recall

>>> POWER WORDS

R

Action/Verb

Synonym

raised	boost, elevate, lift
rallied	assemble, muster, organize
ranked	arrange, class, rate
rated	classify, rank, value
reached	attain, enter, show
read	construe, skim, study
realigned	regroup
realized	catch, feature, image
rearranged	alter, draft, style
reasoned	conclude, decide, solve
rebuilt	fix, mend, repair
recaptured	retake, experience anew
re-engineered	update, create, remodel
referred	cite, credit, name
refocused	attract, converge, spotlight
registered	enlist, join, record
regulated	adjust, control, manage
rehabilitated	adjust, change, improve
reinforced	augment, bolster, stress
reiterated	echo, recap, retell
rejuvenated	restore, revive, renew
related	depict, express, state
released	absolve, clear, vent
relied	await, commit, depend
relieved	ally, console, improve
remained	abide, delay, endure
remodeled	adjust, alter, tailor
rendered	cede, furnish, tender
renegotiated	assess, postpone, remand
renewed	brace, continue, extend
reorganized	adapt, convert, vary
repaired	correct, patch, revive
replaced	convert, modify, transform
replied	answer, transform, return
replicated	clone, copy, imitate
reported	advise, cover, state

Action/Verb

Synonym

received	acquire, derive, secure
recognized	note, observe, recall
recommended	advise, exhaust, urge
reconciled	accepted, submit, yield
reconstructed	fix, overhaul, reform
recorded	catalog, copy, transcribe
recovered	balance, transcribe, restore
recruited	draft, enlist, gather
rectified	amend, correct, fix
redesigned	alter, change, improve
redirected	alter, change, veer
reduced	abate, curtail, decrease
represented	enact, factor, served
reproduced	copy, echo, parallel
requested	appeal, demand, entreat
researched	consult, explore, inquire
reserved	contact, maintain, schedule
resolved	agree, cinch, elect
responded	answer, counter, retort
restored	improve, mend, repair
restructured	arrange, conform, shape
retained	absorb, grasp, possess
retooled	deduce, overhaul, remake
retrieved	recall, restore, salvage
returned	convey, refund, render
revamped	convert, modify, reform
reversed	annul, convert, overset
reviewed	examine, recap, rehash
revised	compare, redo, revamp
revitalized	assist, enliven, refresh
revolutionized	adapt, evolved, renovate
rewarded	compensate, honor, pay
risked	brave, chance, confront
rotated	circle, move, pivot
routed	conduct, direct, pilot

>>> POWER WORDS

S

Action/Verb

Synonym

safeguarded	assure, cover, defend
salvaged	deliver, reclaim, save
saved	regain, rescue, retrieve
scanned	browse, check, skim
scheduled	appoint, engage, slate
screened	cloak, cover, shield
sculptured	carve, fashion, hue
searched	examine, probe, scour
secured	defend, guard, protect
seized	clasp, embrace, snag
selected	choose, cull, mark
sent	advance, dispatched, remit
separated	cleave, detach, divide
sequenced	assort, classify, group
served	aid, deal, provide
serviced	correct, focused, mend
solidified	compact, condense, set
solved	clarify, decide, settle
sorted	classify, grade, group
sourced	begin, create, start
sparked	excite, inspire, kindle
spearheaded	attend, show, usher
specialized	practice, study, trained
specified	cite, decide, itemize
speculated	consider, suspect, theorize
spent	confer, deplete, waste
spoke	allege, assert, state
sponsored	buoy, champion, promote
spurred	advance, aid, urge
staffed	employ, crew, retain
standardized	adjust, institute, order
started	begin, order, make
steered	conduct, direct, guide
stimulated	elate, incite, prod
streamlined	focus, gather, organize

Action/Verb

Synonym

set up	arrange, begin, start
settled	achieve, complete, end
shaped	configure, frame, profile
shared	assign, dispense, ration
sharpened	edge, hone, taper
shipped	direct, export, send
shortened	abridge, compress, reduce
showed	appear, disclose, unveil
signed	abandon, cede, yield
simplified	clarify, decipher, explained
simulated	ape, copy, imitate
sketched	craft, draw, make
slashed	cut, incise, sever
smoothed	clear, even, refine
solicited	claim, demand, refer
sold	barter, contract, vend
strengthened	brace, cheer, restore
stretched	amplify, extend, widen
structured	build, create, make
studied	consider, ponder, watch
submitted	enter, give, refund
succeeded	accomplish, complete, finish
suggested	broach, commend, convey
summarized	abridge, convey, cut
supervised	administer, control, manage
supplied	cater, deliver, furnish
supported	buoy, aid, promote
surpassed	exceed, outrank, top
surveyed	access, case, inspect
swayed	bend, incline, lean
swept	accomplish, complete, won
symbolized	denote, embody, suggest
synthesized	arrange, blend, integrate
systemized	array, design, frame

>>> POWER WORDS

T

Action/Verb

Synonym

tabulated	catalogued, classified, ordered
tackled	accepted, attacked, undertook
talked	spoke, conversed, articulated
tallied	computed, summed, inventoried
targeted	aimed, focused, attempted
tasted	tried, savored, sampled
taught	educated, coached, explained
teamed	affiliated, cooperated, coordinated
tempered	abated, mitigated, softened
tended	cared for, minded, oversaw
terminated	aborted, discontinued, finished
tested	evaluated, assessed, analyzed
testified	affirmed, corroborated, swore
tied	bound, fastened, united
took	acquired, accepted, seized
topped	surpassed, bested, outshined
totaled	summed, calculated, figured
traced	hunted, followed, chased

Action/Verb

Synonym

tracked	pursued, followed, shadowed
trained	prepared, coached, instructed
transcribed	recorded, reproduced, rewrote
transformed	revolutionized, reformed, mutated
transitioned	developed, evolved, progressed
translated	interpreted, deciphered, paraphrased
transmitted	broadcast, dispatched, conveyed
traveled	journeyed, ventured, explored
treated	conducted, managed, served
trimmed	clipped, cropped, truncated
tripled	increased, inflated, multiplied
troubleshoot	serviced, repaired, corrected
turned	altered, modified, transformed
tutored	taught, coached, trained
typed	classified, categorized, transcribed

U

uncovered	bear, display, expose
underlined	accentuate, emphasize, feature
underscored	highlight, stress, underline
undertook	commit, devote, endeavor
underwrote	endorse, consent, finance
unearthed	delve, excavate, expose
unified	arrange, integrate, orchestrate
united	ally, commingle, unify

updated	refresh, renew, restore
upgraded	boost, elevate, advance
upheld	aid, endorse, maintain
urged	compel, incite, recommend
used	consume, exercise, utilize
utilized	employ, handle, use

V

validated	certify, endorse, verify
valued	laud, revere, treasure
vaulted	ascend, hurtle, surpass
verbalized	express, state, utter
verified	certify, justify, validate

viewed	consider, deem, judge
visualized	deem, foresee, suppose
voiced	announce, declare, proclaim
volunteered	advance, offer, suggest

>>> POWER WORDS

W

Action/Verb

weathered
weighed
widened
withstood
won

Synonym

brave, endure, overcome
contemplate, consider, evaluate
augment, broaden, expand
bear, brave, weather
achieve, conquer, prevail

Action/Verb

worked
wove
wrote

Synonym

labor, manage, toil
blend, incorporate, interlace
author, compose, create

X

X-ray

examine, photograph, treat

Y

yielded

accrue, earn, generate

>>> KEYWORDS BY INDUSTRY

Keywords describe the knowledge, understanding, and skills that demonstrate you can perform a task or job. Keywords can be nouns, adjectives, phrases and or action verbs. They can also be job titles, responsibilities, competencies, acronyms, jargon, employer terminology, education, certification and personal traits, etc. Below is a list of hundreds of words/phrases/acronyms but there are many more.

Keywords are important because many employers are electronically scanning résumés looking for these words which are related to “hits”. These “hits” directly relate to the experience and competencies the employer has determined are important for the job. The more “hits” (keywords found) the higher your chances for an interview.

Administration

Specific names of software, back office operations, records management, workflow prioritization, confidential correspondence, executive support, meeting planning, vendor and customer communications, productivity and performance management, project planning, staff training and development

Association and Not for Profit Management

Corporate giving, endowment funds, grassroots campaign, board relations, budget oversight, community outreach, member development / retention / services, not-for-profit, organizational leadership / mission / vision, policy development, public relations, research foundation, volunteer recruitment, strategic planning, policy development, humanitarian relief, donor negotiations

Banking

Asset based lending, asset management, branch operations, commercial banking, consumer credit, credit analysis, depository services, global banking, foreign exchange, investment management, letters of credit, loan processing, return-on-investment, risk management, secured lending, credit administration, automated clearing house (ACH), annual percentage rate (APR), automated teller machine (ATM)

Customer Service

Relationship management, customer communications, customer needs assessment, customer retention, customer satisfaction, order processing, key account management, process simplification, records management, sales administration, service benchmarks, service delivery, service measures, multi-site call center management, procedure standardization, strategic business planning, vendor sourcing, contract compliance

>>> KEYWORDS BY INDUSTRY

Engineering

Capital project, computer aided engineering, cross-functional team, engineering charge order, experimental design, facilities engineering, field performance, methods design, Process development, product design, product development cycle, product innovation, product manufacturability, productivity improvement, project costing, project planning, prototype, quality assurance, regulatory compliance, research and development, scale-up, turnkey, work methods analysis, environmental testing, product cost and production scheduling

Finance, Accounting and Auditing

Accounts payable, accounts receivable, asset disposition, asset management, audit controls, capital budgets, corporate tax, cost accounting, cost/benefit analysis, credit and collections, debt financing, E-Trade, financial analysis, financial planning, foreign exchange, international financing, investment management, investor relations, job costing, letters of credit, leveraged buy-out, operating budgets, P&L analysis, return on equity, revenue gain, risk management, shareholder relations, stock purchase, treasury, trust accounting, adjusted gross income (AGI), Chief Financial Officer (CFO), Certified Financial Planner (CFP), Certified Public Accountant (CPA)

General, Executive Management and Consulting

Accelerated growth, benchmarking, business development, business reengineering, capital projects, consensus building, process improvement, corporate development, corporate image, cost avoidance, cost reduction, customer driven management, efficiency improvement, emerging business venture, entrepreneurial leadership, financial management, financial restructuring, high-growth organization, long-range planning, margin improvement, market development, new business development, organizational culture, performance improvement, policy development, relationship management, process reengineering, productivity improvement, P&L Management, revenue growth, signatory authority, start-up venture, strategic development, tactical planning, team building, turnaround management, Chief Executive Officer (CEO), Management Information Systems (MIS), Research and Development (R&D), Request for Proposal (RFP)

>>> KEYWORDS BY INDUSTRY

Healthcare

Acute care facility, ambulatory care, assisted living, capital giving campaign, case management, certificate of need, chronic care facility, clinical services, continuity of care, electronic claims processing, fee billing, grant administration, managed care, multi-hospital network, outpatient care, patient relations, peer review, physician credentialing, preventative medicine, provider relations, public health administration, rehabilitation services, risk management, service delivery, third party administrator, wellness programs, integrated health care delivery, American Medical Association (AMA)

Hospitality

Amenities, back-of-the-house operations, catering operations, club management, Food and beverage operations, guest retention, hospitality management, inventory planning and control, member development, menu pricing, occupancy, portion control, property development, purchasing, resort management, signature property, vendor sourcing, Very Important Person (VIP) relations.

Human Resources

Americans with disabilities act, benefits administration, career pathing, change management, claims administration, compensation, competency-based performance, electronic applicant screening, employee empowerment, employee relations, equal employment opportunity, grievance proceedings, incentive planning, labor arbitration, labor contract negotiations, merit promotion, organizational needs assessment, performance incentives, position classification, professional recruitment, succession planning, train-the-trainer, union relations, workforce reengineering, Affirmative Action Plan (AAP), Employee Assistance Program (EAP), Equal Employment Opportunity (EEO)

Human Services

Advocacy, behavior management, behavior modification, casework, community outreach, counseling, discharge planning, integrated service delivery, mainstreaming, psychological counseling, social services, substance abuse, testing, treatment planning, vocational placement

>>> KEYWORDS BY INDUSTRY

Information Systems and Telecommunications Technology

Advanced technology, application development, benchmarking, capacity planning, cellular communications, data communications, data recovery, database design, database server, desktop technology, disaster recovery, document imaging, e-learning, electronic data interchange, emerging technologies, end user support, firewall, hardware engineering, imaging technology, Local Area Network (LAN), management information systems (MIS), multiuser interface, network administration, operating system, pilot implementation, project lifecycle, real time data, remote systems access, systems acquisition, systems configuration

International Business

Acquisition, competitive intelligence, cross-border transactions, diplomatic protocol, e-commerce, emerging markets, feasibility analysis, foreign government affairs, foreign investment, global expansion, global market position, intellectual property, international financing, international subsidiary, joint venture, market entry, merger, technology licensing, strategic alliance

Law and Corporate Legal Affairs

Acquisition, adjudicate, administrative law, antitrust, briefs, case law, copyright law, depositions, due diligence, intellectual property, joint venture, judicial affairs, Juris Doctor (J.D.), landmark decision, legal advocacy, legal research, legislative review, licensing, Limited Partnership (LP), Limited Liability Corporation (LLC) mediation, memoranda, mergers, motions, negotiations, patent law, probate law, settlement negotiations, trial law, unfair compensation

Manufacturing and Operations Management

Cell manufacturing, computer integrated manufacturing, clean, cost avoidance, cycle time reduction, distribution management, efficiency improvement, environmental health and safety, equipment management, facilities consolidation, inventory control, inventory planning, just-in-time, labor efficiency, logistics management, manufacturing integration, master schedule, materials planning, multi-site operations, Occupational health and safety, operations start up, order fulfillment, order processing performance improvement, pilot manufacturing, process automation, product development, production lead time, production output, productivity improvement, quality circles, regulatory compliance, value-added processes, warehouse operations, workflow optimization, world class manufacturing, yield improvement. Consumer Goods (CG), Change Management (CM), Class of Service (COS), Customer Relationship Management (CRM), Occupational Safety and Health Administration (OSHA)

>>> KEYWORDS BY INDUSTRY

Public Relations and Corporate Communication

Advertising communications, brand management, broadcast media, community affairs, community outreach, competitive market lead, cooperative advertising, corporate identity, corporate sponsorship, creative services, crisis communications, direct mail campaign, electronic advertising, event management, fundraising, logistics, market research, media buys, media scheduling, press releases, print media, promotions, public affairs, publications, sales incentives, special events, strategic positioning, trade shows

Purchasing and Logistics

Acquisition management, barter trade, bid review, capital equipment acquisition, commodities purchasing, competitive bidding, contract administration, fixed price contracts, international trade, inventory planning and forecasting, just-in-time purchasing, materials replenishment ordering purchasing, offshore purchasing, outsourced, procurement, proposal review, request for proposal (RFP), subcontractor negotiations, supplier management, vendor quality certification, vendor sourcing.

Real Estate, Construction and Property Management

Asset management, asset workout/recovery, building code compliance, capital improvement, commercial development, competitive bidding, contract administration, contract award, environmental compliance, estimating, fair market value pricing, infrastructure development, leasing management, preventative maintenance, project concept, project development, property management, real estate appraisal, real estate investment trust (REIT), renovation, return on assets (ROA), site development, turnkey construction

Retail

Buyer awareness, credit operations, customer loyalty, distribution management, in-store promotions, inventory control, loss prevention, mass merchants, merchandising, preferred customer management, pricing, retail sales, security operations, soft goods

>>> KEYWORDS BY INDUSTRY

Sales and Marketing

Account development, brand management, campaign management, competitive analysis, competitive contract award, consultative sales, customer loyalty, customer needs assessment, customer retention, direct mail marketing, direct response marketing, direct sales, distributor management, incentive planning, key account management, margin improvement, market launch, market positioning, market share ratings, new market development, product launch, profit and loss (P&L) management, profit growth, promotions, revenue stream, sales forecasting, solutions selling

Security and Law Enforcement

Asset protection, corporate security, crisis communications, electronic surveillance, emergency preparedness, interrogation, safety training, surveillance

Teaching and Education

Classroom management, course design, curriculum development, education administration, field instruction, grant administration, holistic learning, instructional programming, lifelong learning, peer counseling, program development, recruitment, scholastic standards, student services, training and development

Transportation, Warehouse and Distribution

Cargo handling, carrier management, container transportation, contract transportation services, dedicated logistics operations, dispatch operations, distribution management, driver leasing, equipment control, export operations, fleet management, freight consolidation, inbound transportation, load analysis, logistics management, over-the-road, port operations, regulatory compliance, route management, route planning and analysis, safety management, terminal operation, traffic planning, warehouse management, workflow optimization

>>> TRANSFERABLE SKILLS

First and foremost you must understand what transferable skills are and the importance they play in your job search and future employment. Transferable skills are skills you have developed throughout your life experiences such as coursework, extracurricular activities, internships, jobs, etc. They are not limited to a particular discipline or area. They are ones that can be used in many occupations; in fact, these are the skills employers look for most.

What Skills and Qualities are Important to Employers?

According to the 2012 National Association of Colleges and Employers (NACE) Job Outlook Survey, the top 10 qualities/skills employers seek are transferable skills:

1. Ability to **work in a team** structure
2. Ability to **verbally communicate** with persons inside and outside the organization
3. Ability to **make decisions and solve problems**
4. Ability to **obtain and process information**
5. Ability to **plan, organize and prioritize** work
6. Ability to **analyze quantitative data**
7. **Technical knowledge** related to the job
8. Proficiency with **computer software programs**
9. Ability to **create and/or edit written reports**
10. Ability to **sell or influence others**

** Note: Teamwork and Communications Skills are always among the top rated skills.

There is an excellent Transferable Skills Survey from the University of Minnesota at the link below. Below the link is a breakdown of transferrable skills by category. You will find these skills in the survey, but it is also a great list to keep.

http://www.d.umn.edu/kmc/student/loon/car/self/career_transfer_survey.html

>>> TRANSFERABLE SKILLS

Communication

The skillful expression, transmission and interpretation of knowledge and ideas.

*Speaking effectively - Writing concisely - Listening attentively
Expressing ideas - Facilitating group discussion - Providing appropriate feedback
Negotiating - Perceiving nonverbal messages - Persuading - Reporting information
Describing feelings - Interviewing - Editing*

Research & Planning

The search for specific knowledge and the ability to conceptualize future needs and solutions for meeting those needs.

*Forecasting, predicting - Creating ideas - Identifying problems - Imagining alternatives
Identifying resources - Gathering information - Setting goals - Extracting important information
Defining needs - Analyzing - Developing evaluation strategies - Solving problems*

Human Relations

The use of interpersonal skills for resolving conflict, relating to and helping people.

*Developing rapport - Being Sensitive - Listening - Conveying feelings
Providing support for others - Motivating - Sharing credit - Counseling - Cooperating
Delegating with respect - Representing others - Perceiving feelings, situations - Asserting*

Organization, Management & Leadership

The ability to supervise, direct and guide individuals and groups in the completion of tasks and fulfillment of goals.

*Initiating new ideas - Handling details - Coordinating tasks - Managing groups
Delegating responsibility - Teaching - Counseling - Promoting change - Selling ideas or products
Decision making with others - Managing conflict - Coaching*

Work Survival

The day-to-day skills which assist in promoting effective production and work satisfaction.

*Implementing decisions - Cooperating - Enforcing policies - Being punctual
Managing time - Attending to detail - Enlisting help - Accepting responsibility
Setting and meeting deadlines - Organizing - Meeting goals*