

Hiring Managers Reveal the 15 BEST Words to Use on Your Resume

I was recently made aware of a great survey that the Harris Poll did online on behalf of CareerBuilder. They asked more than 2200 hiring managers and HR professionals to rank the best and worst words on resumes. Below I'm including their list of the BEST words you can use on your resume. You'll note one common theme among the top 15 best words—they are mostly action-driven verbs! It's time to pull out your resume and play a quick game of word search!

RESUME WORDS EMPLOYERS WANT TO SEE:



1. Achieved: 52 percent
2. Improved: 48 percent
3. Trained/Mentored: 47 percent
4. Managed: 44 percent
5. Created: 43 percent
6. Resolved: 40 percent
7. Volunteered: 35 percent
8. Influenced: 29 percent
9. Increased/Decreased: 28 percent
10. Ideas: 27 percent
11. Negotiated: 25 percent

12. Launched: 24 percent

13. Revenue/Profits: 23 percent

14. Under budget: 16 percent

15. Won: 13 percent

What's great about these terms is that they communicate action and show that you've actually **DONE** something. We use these phrases and many more just like them to differentiate our clients—and you would be amazed at how rapidly it increases their resume response rate.