

Six Words to Skip

When employers review a resume, which takes them less than 20 seconds, they want to see results not responsibilities or experience. They want to know what your responsibilities and experience helped you accomplish. State the facts, the numbers, the time lines, the quantitative data that turns your resume words into skills that sizzle! Review the examples below and then write your own description of what you have achieved.

6 Words/Phrases to Skip	Bad	Good	Your Example
Responsible for	Responsible for company website.	Revamped company website increasing unique visitors by 30% in 2 months.	
Experienced	Experienced warehouse manager.	Handled stocking, shipping and receiving at company headquarters. Reduced billing errors to 0 compared to 23 reported in the same period last year.	
Excellent Written Communication	I have excellent written communications skills.	Wrote jargon-free online help documentation that reduced customer support calls by 50%.	
Team Player	Team player work well in large and small groups.	Managed sales team of 80 and helped double their sales production in 2 months.	
Detail Oriented	Detail oriented restaurant worker.	Helped clean and reset tables in less than 3 minutes and increase restaurant nightly sales volume in service area by 24%.	
Successful	Successfully sold product.	Increased sales of organic chocolate by 32%.	

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