

10 Words That Should Not Be on Your Resume

Summary: Resumes only get looked at for a few short seconds, so you need to make sure that the words you use are powerful and set your accomplishments apart from the rest of the pack.



With every application you turn in, including a resume is still an essential and significant part. You may wonder why resumes are so important when a hiring manager just skims it, so consider writing a resume as a rite of passage. Hiring managers want to see that you know what it takes to stand out by looking for key words in the job title, places of experience, and first words of your job role. If after skimming your resume, they are left with the feeling that they have read it before because you used the same repetitively bland words as the previous resume, then yours will be tossed aside with the other boring resumes. Make sure that the first word after each bullet point demands attention.

Here are 10 overworked and boring words that you should never use on a resume if you want to be taken seriously for a position.

1. Hardworking - Anyone can call themselves a hard worker. Show the employer that you are a hard worker; don't tell them that you are.
2. Team Player - There are jobs out there that don't want you to be a team player. Instead, focus on any successful collaborations or different types of teams you have worked with that went well.
3. Utilized - Many people use this word to sound more important and intelligent, but the word



"use" works just as well as this embellished word that defines the same thing.

4. Assisted - This word is very vague. When listing your achievements, use a more proper word to describe your contributions, such as "contributed to". Take the credit when it is deserved.
5. Responsible for - Use active verbs to specify the level of your accomplishments. The word "implemented" will mean a lot more to those reading your resume.
6. Detail-oriented - How bad is it going to look to the hiring manager when they spot a typo in your cover letter. Everyone says they pay attention to details, so find something creative to say instead of this overused word.
7. Objective - While this word isn't always bad, it is often overused. Try replacing your resume objective with a career summary that describes your achievements, background, and why you are the best person for the job. Minimize using the word objective throughout your resume.
8. Problem-solving skills - There are animals that have problem-solving skills. Describe problems that you were able to figure a way around or fix.
9. Proactive - This word has very little meaning if you can't back it up with examples.
10. Ly - Adverbs are redundant and a waste of space when you are trying to be exact and straight forward. A commanding verb will leave a bigger statement with the reader.

Also, make sure to keep your resume updated. See [Keep Your Resume Updated](#) for more information.

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