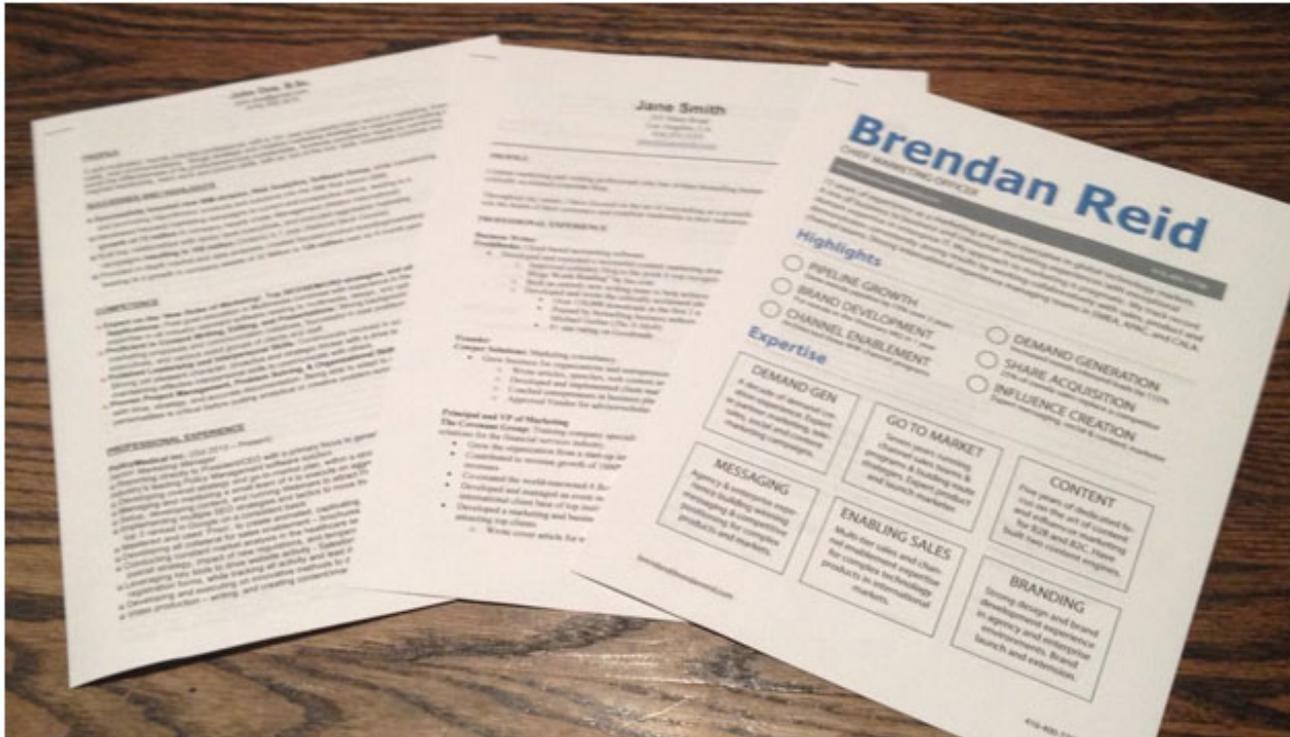


What You Need on Your Resume to Get an Interview

Summary: Even when you have the best qualifications, if your resume does not stand out in the right way then you will never even get to the point of securing an interview.



Resumes are skimmed quickly by hiring managers and computer programs. They are searching for keywords and phrases. Here are some tips to make your resume competitive and pass the first initial scan by hiring managers.

The best phrases to use when showing your communication skills are: writes clearly and concisely, speaks effectively, listens attentively, openly expresses ideas, leads group discussions, provides feedback, persuades others, negotiates/resolves differences, provides well-thought out solutions, confidently speaks in public, and gathers appropriate information.

To show your organizational skills, use the phrases: handles details, punctual, coordinates tasks, manages projects effectively, meets deadlines, sets goals, keeps control over budget, multi-tasks, and plans and arranges activities.

For management skills use the phrases: teaches/trains/instructs, leads group, manages conflicts, counsels/coaches, makes decisions, delegates responsibility, directs others, takes charge, enforces policies, and implements decisions.



Interpersonal skills can be effectively demonstrated on a resume by using these phrases: sensitive, supportive, works well with others, motivates others, counsels, shares credit, cooperates, self-confident, delegates effectively, represents others, understands feelings, and accepts responsibility.

If you wish to convey your research and planning skills, use the phrases: creates ideas, meets goals, forecasts/predicts, identifies problems, identifies resources, gathers information, defines needs, solves problems, assesses situations, analyzes issues, and develops strategies.

Fonts to use on your resume are Arial, Calibri, Century Old Style, Garamond, Georgia, Times New Roman, Trebuchet MS.

Words you should use are: advises, establishes, improves, oversees, complies, examines, influences, prepares, critiques, generates, invents, recruits, coaches guides, motivates, resolves, designs, hypothesizes, negotiates, supervises, directs, illustrates, orders, trains, and upgrades.

Words you should never use on your resume include: tries, references available, upon request, objectives, loves, and responsibilities include.

- See **Resume and Interview Tips to Help You Score a Job** for more information.