

50 Keywords That Can Ruin Your Resume

If you are looking for a job change and are aiming to write an eye-catching resume, this may surprise you. Some keywords or buzzwords you use in your CV could actually ruin your chances of getting that dream job.

Why?

You want your resume to stand out. The best way to sell yourself is to show, don't tell. Explain your accomplishments rather than spouting them off in trite ways. So check your resume for these boilerplate words and phrases. If you find them, replace them—or at the very least, elaborate upon them — with real-life, specific examples.

So when making your resume, keep the following words out of the scene.

1. Team player
2. Detailed-oriented
3. Proven track record of success
4. Experienced
5. Excellent communication skills
6. Leadership skills
7. Go-to person
8. Managed cross-functional teams
9. Exceptional organizational skills
10. Self-starter
11. Results-oriented professional
12. Bottom-line orientated
13. Works well with customers
14. Strong negotiation skills
15. Goal-oriented
16. People-person
17. Dynamic
18. Innovative
19. Proven ability
20. Top-flight
21. Motivated
22. Bottom-line focused
23. Responsible for
24. Assisted with
25. Skilled problem solver
26. Accustomed to fast-paced environments
27. Strong work ethic
28. Works well with all levels of staff
29. Met (or exceeded) expectations
30. Savvy business professional
31. Strong presentation skills
32. Looking for a challenging opportunity
33. Cutting-edge
34. Multi-tasker
35. Proactive
36. Seasoned professional
37. Perfectionist
38. Highly skilled
39. Functioned as
40. Duties included
41. Actions encompassed
42. Best-in-class
43. Strategic thinker
44. Trustworthy
45. Flexible
46. Works well under pressure
47. Quick learner
48. Partnered with others
49. Results-focused
50. Out-of-the-box thinker