

WORDS TO USE IN YOUR CV (or not?)

....very confusing!

Positive words to describe yourself

<http://www.callcentrehelper.com/the-top-25-words-to-use-on-your-cv-10032.htm>

- Able
- Creative
- Dependable
- Energetic
- Experienced
- Flexible
- Hard-working
- Honest
- Imaginative
- Innovative
- Motivated
- Organized
- Reliable
- Sense of humour

Top 10 words to steer clear of (buzzwords)

<http://www.rediff.com/getahead/report/career-top-10-words-to-avoid-in-your-cv/20110214.htm>

- Motivated
- Extensive experience
- Innovative
- Proven track record
- Dynamic
- Team player
- Proactive
- Entrepreneurial
- Skill set
- Problem solver

Positive words to describe your achievements

- Achieved
- Competed
- Delivered
- Directed
- Helped
- Identified
- Managed
- On time
- Participated
- Savings
- Supervised
- Under budget
- Won

Top 10 overused buzzwords in LinkedIn Profiles in the USA – 2010

1. Extensive experience
2. Innovative
3. Motivated
4. Results-oriented
5. Dynamic
6. Proven track record
7. Team player
8. Fast-paced
9. Problem solver
10. Entrepreneurial

<p>10 Powerful Words Your Resume Needs http://www.speedupcareer.com/articles/top-ten-words-to-use-in-resume.html</p>	<p>10 useless résumé words (MSN Career builder = hyperbole)</p>
<ul style="list-style-type: none"> • Successfully • Leadership • Team player • Created • Expanded/Increased • Support • Will/Can • Achievements • Applied • Accomplished 	<ol style="list-style-type: none"> 1. Outstanding 2. Effective 3. Strong 4. Exceptional 5. Good 6. Excellent 7. Driven 8. Motivated 9. Seasoned 10. Energetic
<p>10 eye-catching CV words</p>	<p>Examples of Resume Words to Avoid (fluffy language)</p>
<ol style="list-style-type: none"> 1. Created 2. Increased 3. Reduced 4. Improved 5. Developed 6. Researched 7. Accomplished 8. Won 9. On time 10. Under budget 	<ul style="list-style-type: none"> • Highly qualified • Results focused • Effectual leader • Has talent for • Energetic • Confident • Professional • Successfully <p>Other words to avoid include "competent," and it's a good idea to stay away from its synonyms: able, capable, fit, good, qualified or suitable.</p>