

35 Phrases That Will Improve Your Resume

These phrases are sure to make you stand out from the rest!



COMMUNICATION

- ☐ 1. Writes clearly/concisely
- ☐ 2. Speaks effectively
- ☐ 3. Listens attentively
- ☐ 4. Openly expresses ideas
- ☐ 5. Leads group discussions
- ☐ 6. Provides feedback
- ☐ 7. Confidently speaks in public
- ☐ 8. Gathers appropriate information

ORGANIZATIONAL SKILLS

- ☐ 9. Detail-oriented
- ☐ 10. Punctual
- ☐ 11. Coordinates tasks
- ☐ 12. Meets deadlines
- ☐ 13. Multi-tasks
- ☐ 14. Sets goals

- ☐ 15. Manages projects effectively

INTERPERSONAL SKILLS

- ☐ 16. Works well with others
- ☐ 17. Supportive
- ☐ 18. Motivates others
- ☐ 19. Shares credit
- ☐ 20. Cooperates
- ☐ 21. Understands feelings
- ☐ 22. Self-confident

MANAGEMENT SKILLS

- ☐ 23. Leads group
- ☐ 24. Delegates responsibility
- ☐ 25. Directs others
- ☐ 26. Takes charge
- ☐ 27. Enforces policies
- ☐ 28. Implements decisions

RESEARCH AND PLANNING

- ☐ 29. Creates ideas
- ☐ 30. Predicts
- ☐ 31. Identifies problems
- ☐ 32. Analyzes issues
- ☐ 33. Defines needs
- ☐ 34. Assesses situations
- ☐ 35. Develops strategies

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