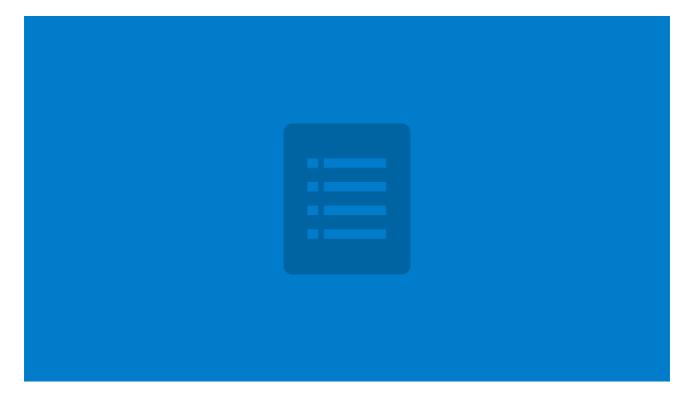
# **35 Phrases That Will Improve Your Resume**

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

### **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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