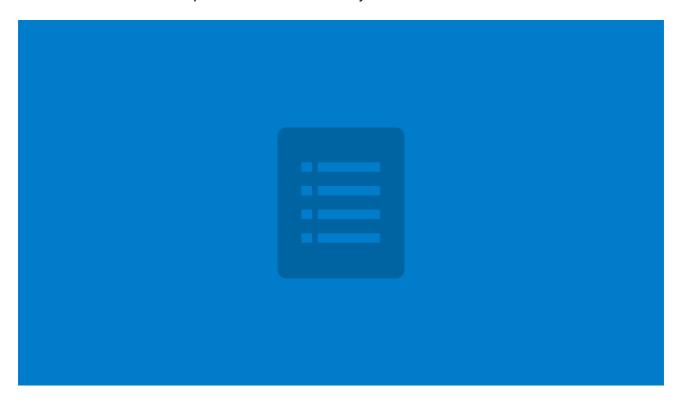
35 Phrases That Will Improve Your Resume

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
^ D	CANIZATIONAL CIVILIC

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	Make and Share Free Checklists
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