



COLLEGE OF BUSINESS

Business Career Center

KEYWORDS

For Actuarial Science Jobs

When creating a tailored résumé or professional profile, keywords are integral to improving your ability to match job requirements through an Applicant Tracking System (ATS). This resource will assist you in developing strong bullet statements that clearly articulate your skills and experiences to employers.

ACTION VERBS BY TRANSFERABLE SKILL

Leadership

Accomplished	Gained
Achieved	Headed
Advanced	Initiated
Attained	Instituted
Delegated	Lead
Directed	Managed
Earned	Mentored
Enhanced	Oversaw
Established	Presided
Exceeded	Qualified
Excelled	Spearheaded
Executed	Supervised

Problem Solving

Adapted	Increased
Arbitrated	Investigated
Assessed	Merged
Audited	Optimized
Calculated	Overcame
Changed	Predicted
Converted	Projected
Decreased	Recommended
Determined	Reconciled
Devised	Rectified
Eliminated	Resolved
Identified	Revamped
Improved	Revitalized

Organized/Detail Orientation

Allocated	Planned
Balanced	Prevented
Centralized	Prioritized
Completed	Reorganized
Disbursed	Restructured
Distributed	Set-up
Integrated	Strategized
Monitored	Streamlined
Organized	Structured
Pinpointed	Tracked

Teamwork/Interpersonal

Advised	Partnered
Collaborated	Performed
Complied	Taught
Consulted	Trained
Engaged	Unified
Facilitated	

Verbal Communication

Advocated	Followed through
Articulated	Negotiated
Assured	Presented
Communicated	Promoted
Explained	Related
Followed-up	

Written Communication

Authored	Introduced
Documented	Prepared
Drafted	Tailored
Edited	Wrote

Technical

Assumed	Modeled
Budgeted	Operated
Built	Processed
Estimated	Rated
Expedited	Reduced
Finalized	Regulated
Forecasted	Transferred
Implemented	Upgraded
Mined	Utilized

Analytical

Analyzed	Positioned
Clarified	Quantified
Conducted	Researched
Examined	Satisfied
Extracted	Validated
Evaluated	Verified
Maximized	

Creativity

Conceived	Innovated
Created	Produced
Designed	Redefined
Developed	Redesigned
Formed	Restored
Generated	

See Terms, Processes,
Traits and Skills on Page 2

BUSINESS CAREER CENTER | HLH 141
M-F 8 a.m.-5 p.m. | 20-minute drop-ins, M-F 1-4 p.m.
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Keywords For Actuarial Science Jobs

Terms and Processes

These can be integrated into bullet statements, cover letters, online summaries, elevator pitches and interviews to assist the reader in understanding how you accomplished your tasks.

Acquisition expenses
Analysis/analyzing
Analytics
Arbitrage
Asset allocation
Asset modeling
Asset valuation
Assumptions
Audits
Audit/auditing
Benefits
Budget
Capital gains
Capital management
CAS
Claims processing
Coinsurance
Comparative effectiveness
Commissions
Contingencies
Conversion
Compliance
Credit risk
Data mining
Data quality
Deductible
Deterministic models
Disbursements
Efficiencies
Embedded value
Equity underwriting
Expenditures
Estimation methods
Excel
Expense ratio
Fiduciary
Financial analysis
Fixed assets
Forecast/forecasting
Foreign exchange
Generalized linear model
Goal(s)
Guarantees
Hedging
High stress
High yield

HMS
HSA
Inflation
Informatics
Insolvency
Lending
Leverage
Liabilities/liability
Liability valuation
Liquidity
Logistic regression
Loss reporting
Management skills
Market risk
Modeling efficiency
Mortality modeling
Mortgages
Net worth
Operational risk
Optimization
Policies
Procedures
Process/processing
Portfolio management
Projections
Python
R
Rate regulation
Real estate
Regression analysis
Regulations
Retention
Revenue
Reverse takeover
Risk management
Risk modeling
Sarbanes Oxley
SAS
Securities
Spreadsheets
SOA
SPSS
Standards
Strategic planning
Statistical models
Systematic risk
Systemic risk
Tax accounting
Technology
Time management
Transaction
Trend analysis
Underwriting
Valuation
Variance analysis
VBA
Yield

Traits and Skills

These can be integrated into bullet statements, cover letters, online summaries, elevator pitches and interviews. Be sure to choose skills and traits that align with the position description as well as the values and needs of the organization/industry.

Accountable
Accurate
Adaptable
Analytical
Balanced
Capable
Careful
Competitive advantage
Competitive edge
Computer skills
Confident
Conscious
Conservative
Consistent
Creative
Critical thinking
Cross functional
Curious
Decision-making
Dependable
Detail oriented
Determined
Diligent
Directive
Discrete
Effective
Efficient
Ethical
Facilitator
Focused
Efficient
Goal-seeking
Hardworking
Independent
Initiative

Intelligent
Innovative
Integrity
Investigative
Judgment
Intuitive
Knowledgeable
Leader
Liable
Logical
Meticulous
Mindful
Motivated
Negotiations
Objective
Organized
Quality
Quantitative
Quick learner
Passionate
Prepared
Proactive
Problem solve(r)
Productive
Proficient
Professional
Precise
Prompt
Patient
Persuasive
Provide
Punctual
Reliable
Resourceful
Respectable
Respectful
Responsible
Responsive
Specific
Strategic
Tactical
Task oriented
Technical
Thorough
Troubleshooter
Well-written