



**COLLEGE OF BUSINESS**  
Business Career Center

# KEYWORDS

## For Investment and Banking 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	Excelled
Achieved	Executed
Advanced	Gained
Assumed	Headed
Attained	Initiated
Championed	Instituted
Coached	Lead
Delegated	Managed
Delivered	Mentored
Directed	Oversaw
Earned	Presided
Enhanced	Spearheaded
Established	Supervised
Exceeded	

#### Problem Solving

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

#### Organized/Detail Orientation

Balanced	Planned
Centralized	Prevented
Completed	Prioritized
Coordinated	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

Assured	Negotiated
Communicated	Presented
Educated	Promoted
Followed up	Related
Followed through	Sold/Upsold

#### Written Communication

Authored	Introduced
Documented	Prepared
Drafted	Tailored
Edited	Wrote

#### Technical

Budgeted	Operated
Built	Processed
Delivered	Reduced
Expedited	Regulated
Finalized	Solidified
Forecasted	Traded
Fulfilled	Transferred
Implemented	Upgraded
Installed	Utilized
Leverage	Valued

#### Analytical

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

#### 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 Investment and Banking 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.

Accounts payable  
Accounts receivable  
Acquisition  
Allocation  
Analysis/analyzing  
Asset(s)  
Asset management  
Asset valuation  
Audit/auditing  
Bond(s)  
Budget/budgeting  
Business continuity plan  
Business plan  
Buyout  
Campaign  
Capital budget  
Cash flow  
Cash management  
Client/client base  
Client relations  
Commercial lending  
Commodities  
Compliance  
Consumer lending  
Contract mgmt  
Cost benefit analysis  
Cost compilation  
Cost reduction and avoidance  
Credit management  
Cyber security  
Currency fluctuation  
Debt  
Debt management  
Debt refinancing  
Debt service  
Debt to worth  
Depreciation/accelerated depreciation  
Disbursements  
Dividend(s)  
Due diligence  
Efficiencies  
Equity  
Expenditures  
Expense analysis  
Fast-paced  
FDIC  
Feasibility  
Financial analysis  
Financial modeling

Financial planning  
Financial reporting  
Financial statements  
Finra  
Fixed assets  
Fixed asset analysis  
Fixed cost  
Forecast/forecasting  
Foreign exchange  
Globalization  
Goal(s)  
Guarantee  
High-risk customer  
High stress  
Inflow/outflow  
Integration  
Interest rate(s)  
Internal controls  
Investment Company Act  
Inventory control  
Inventory management  
Investment analysis  
Investment finance  
Investor relations  
Initial Public Offering (IPO)  
Invoice  
Key performance indicator (KPIs)  
Loan administration  
Loan marketing  
Lending  
Letter of credit  
Liabilities/liability  
Liquidity  
Management reporting  
Markets  
Mergers and acquisitions (M&A)  
Money  
Mutual fund(s)  
Net present value (NPV)  
Net worth  
Operating reports  
Option(s)  
Overhead  
Payment trends  
Portfolio  
Process improvement  
Productivity  
Profit and loss statement (P&L)  
Projections  
Profitability  
Public speaking  
Quarterly/year-end reporting  
Real estate  
Receipts  
Reconciliations  
Records  
Regulations  
Relationship management  
Restructuring

Revenue  
Reverse takeover  
Risk exposure  
Risk management  
Sarbanes-Oxley  
SEC  
Securities  
Shareholder  
Spreadsheets  
Stakeholders  
Standards  
Strategic planning  
Statistical models  
Stock(s)  
Stock levels  
Supplier  
Taxation  
Technology  
Transaction  
Treasury  
Trend analysis  
Valuation  
Variance analysis  
Venture capital  
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  
Active listening  
Adaptable  
Agile  
Analytical  
Balanced  
Capable  
Competitive advantage  
Competitive edge  
Communicative  
Confident  
Conflict resolution  
Conscious  
Consistent  
Cooperative  
Creative  
Critical thinking  
Cross functional  
Curious  
Decision-making  
Dependable  
Detail oriented  
Determined

Diligent  
Directive  
Discrete  
Dynamic  
Effective  
Efficient  
Ethical  
Facilitator  
Flexible  
Focused  
Efficient  
Enthusiastic  
Goal-seeking  
Hardworking  
Independent  
Initiative  
Intelligent  
Interpersonal  
Innovative  
Integrity  
Investigative  
Judgment  
Intuitive  
Knowledgeable  
Leader  
Liable  
Logical  
Meticulous  
Mindful  
Motivated  
Negotiations  
Objective  
Organized  
Quick learner  
Passionate  
Prepared  
Proactive  
Problem solve(r)  
Productive  
Proficient  
Professional  
Precise  
Prompt  
Patient  
Persuasive  
Provide  
Punctual  
Reliable  
Resourceful  
Respectable  
Respectful  
Responsible  
Responsive  
Strategic  
Tactical  
Thorough  
Transformative  
Troubleshooter  
Well-written