

KEYWORDS

For Entrepreneurship and Startup 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	Initiated
Advanced	Instituted
Attained	Launched
Delegated	Lead
Directed	Managed
Earned	Mentored
Enhanced	Oversaw
Established	Presided
Exceeded	Qualified
Excelled	Spearheaded
Executed	Supervised

Problem Solving

Adapted	Optimized
Assessed	Overcame
Calculated	Predicted
Changed	Projected
Converted	Prospected
Decreased	Recommended
Determined	Reconciled
Devised	Rectified
Discovered	Resolved
Estimated	Revamped
Identified	Revitalized
Improved	Simplified
Increased	

Organized/Detail Orientation

Balanced	Planned
Centralized	Prevented
Completed	Prioritized
Coordinated	Reorganized
Disbursed	Restructured
Integrated	Strategized
Monitored	Streamlined
Organized	Structured
Pinpointed	

Teamwork/Interpersonal

Advised	Partnered
Collaborated	Performed
Complied	Related
Consulted	Taught
Engaged	Trained
Facilitated	Unified

Technical

Appraised	Operated
Bartered	Piloted
Budgeted	Processed
Built	Reduced
Delivered	Regulated
Expedited	Solidified
Finalized	Traded
Forecasted	Transferred
Fulfilled	Upgraded
Implemented	Utilized
Leveraged	

Analytical

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

Creativity

Conceived	Generated
Created	Innovated
Designed	Produced
Developed	Redefined
Enhanced	Redesigned
Formed	Restored

Verbal Communication

Addressed	Persuaded
Assured	Presented
Communicated	Promoted
Followed up	Publicized
Followed through	Reconciled
Negotiated	Related

Written Communication

Authored	Introduced
Composed	Prepared
Corresponded	Promoted
Convinced	Reviewed
Documented	Tailored
Drafted	Wrote
Edited	

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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 have accomplished your tasks.

Account management
Acquisition
Actualization
Analysis
Angel investor
Angle
Appraisal
Asset(s)
Budget
Budgeting
Business incubator
Business plan
Campaign
Capital
Client
Client base
Closing
Clustering
Code of ethics
Commission
Compliance
Concept development
Consult
Contract
Contractor
Convince
Copyright
Cost benefit analysis
Cross-sell
Decision tree
Demand planning
Disbursements
Discovery
Drivers/motivators
Due diligence

Efficiencies
Executive summary
Exploration
Fast-paced
Feasibility
Goal(s)
Growth
Harvesting
High stress
High impact
Innovation
Inside sales
Intrinsic/extrinsic
Markets
Market share
Merger
Mission statement
Needs identification
Negotiate
Niche
Opportunity
Outside sales
Outsource
Patent
Pipeline
Procedures
Process/processing
Profit margin
Project management
Prospecting
Quarterly/year-end reporting
Quota
Reconciliations
Referrals
Relationship management
Resourcing
Risk management
Six Sigma
Strategic planning
Target audience
Technology
Territory/region
Trademark
Up-sell
Venture
Venture capital

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
Attentive
Autonomous
Balanced
Capable
Careful
Communicative
Competitive
Confident
Conflict resolution
Conscious
Consistent
Cooperative
Creative
Critical thinking
Cross functional
Curious
Decision-making
Dedicated
Dependable
Determined
Diligent
Directive
Dynamic
Effective
Enthusiastic
Ethical
Flexible
Focused
Friendly

Efficient
Hardworking
Independent
Industrious
Initiative
Intelligent
Interpersonal
Innovative
Inquisitive
Integrity
Judgement
Intuitive
Knowledgeable
Leader
Liable
Logical
Meticulous
Mindful
Motivated
Negotiations
Objective
Organized
Quick learner
Passionate
Prepared
Proactive
Problem solve(r)
Productive
Proficient
Professional
Planner
Prompt
Patient
Persuasive
Punctual
Reliable
Resourceful
Respectable
Respectful
Responsible
Responsive
Specific
Strategic
Tenacious
Thorough
Troubleshooter
Trustworthy