



KEYWORDS

For Management and Human Resources 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
Advised	Gained
Advanced	Guided
Appointed	Headed
Attained	Implemented
Coached	Initiated
Chaired	Instituted
Coordinated	Launched
Delegated	Lead
Directed	Managed
Earned	Mentored
Encouraged	Oversaw
Enhanced	Presided
Established	Spearheaded
Exceeded	Supervised

Problem Solving

Adapted	Mediated
Analyzed	Merged
Arbitrated	Optimized
Assessed	Overcame
Changed	Predicted
Converted	Projected
Conserved	Recommended
Decreased	Reconciled
Determined	Rectified
Developed	Reduced
Devised	Resolved
Downsized	Revamped
Evaluated	Revitalized
Formulated	Uncovered
Identified	Verified
Improved	Yielded
Investigated	

Organized/Detail Orientation

Balanced	Monitored
Catalogued	Organized
Centralized	Operated
Classified	Planned
Completed	Prevented
Consolidated	Prioritized
Coordinated	Reorganized
Distributed	Restructured
Established	Strategized
Formalized	Streamlined
Integrated	Structured

Teamwork/Interpersonal

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

Technical

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

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

Terms and processes 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.

Analysis/analyzing
Applicant Tracking System (ATS)
Attrition
Audit/auditing
BARS
Benefits administration
Budget/budgeting
Business domain
Change management
Classification
Coaching
Compensation
Competency
Compliance
Continuous improvement
Cost benefit analysis
Cost reduction and avoidance
Decision tree
Demand planning
Digital workforce
Due diligence
Efficiencies
Employee management
Employee remuneration
Evaluation
Excel
Expenditures
Expense analysis
Exploration
Facility management
Fast-paced
Feasibility
Forecast/forecasting
Goal(s)
Grievance
Guarantee

High stress
Hiring
Induction
ISO 9000
KPIs
KSAs
Labor relations
Layoff
Markets
Onboarding
Operating budget
Optimize
Orientation
Outsourcing
Overhead
People analytics
Performance improvement
Performance management
Policies
Predictive analysis
Procedures
Process/processing
Process improvement
Profit and loss
Project management
Promotion
Resource management
Quarterly/year-end reporting
Reconciliations
Recruitment
Regulations
Relationship management
Reporting and analysis
Resource management
Risk management
ROI
Selecting
SHRM
Six Sigma
SMAC
Strategic planning
Statistical models
Statistics
Technology
Training
Vendor management
Visualization

Traits and Skills

Traits and skills 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
Attention to detail
Articulate
Balanced
Coach
Communicative
Confident
Conflict resolution
Conscious
Consistent
Cooperative
Coordinator
Creative
Critical thinking
Cross functional
Curious
Decision-making
Dependable
Detail oriented
Determined
Diligent
Diplomatic
Directive
Dynamic
Effective
Efficient
Ethical
Flexible
Focused
Hardworking
Independent
Initiative

Intelligent
Interpersonal
Innovative
Integrity
Investigative
Judgment
Intuitive
Knowledgeable
Leader
Liable
Logical
Mentor
Meticulous
Mindful
Motivated
Negotiation
Objective
Open-minded
Organized
Quality
Quantitative
Quick learner
Passionate
Patient
Persistent
Persuasive
Prepared
Proactive
Problem solve(r)
Productive
Proficient
Professional
Precise
Prompt
Punctual
Reliable
Resourceful
Respectable
Respectful
Responsible
Responsive
Self-Aware
Strategic
Task oriented
Team player
Thorough
Troubleshooter