

AVOID USING THESE WORDS ON YOUR RESUME

The next time you write or edit your resume, make sure you use none of these terms to describe you:

WORDS THAT MUST ALREADY BE A TRAIT OF EVERY APPLICANT OR PROFESSIONAL

These are "Duh" characteristics you must already possess and show regularly that they no longer need to be mentioned.

- Hardworking
- Capable
- Organized
- Creative
- Responsible
- Self-Motivated

- Results-Driven
- Detail-Oriented
- Team Player
- Highly Skilled
- Excellent Communication Skills

MOST USED WORDS THAT HAVE BEEN USED EVER SINCE THE RESUME BEGAN

These traits will not make your resume unique because tens of thousands of other resumes use them already.

VAGUE WORDS THAT NEED BACKING UP

- Likeable
- The only people who can attest to this are the ones you worked with before.

- Expert
- Everyone can so easily be an "expert" nowadays.

- Successful
- Instead of saying you're "successful", state examples that prove it.

- Innovative
- We live in a digital age; almost all of us are "innovative".

- Dynamic
- Does this mean you're flexible? Be clear.

- Scalable
- What does this even mean? Use a synonym that everyone is familiar with.

Constructing a high-quality and effective resume is not easy and must not be taken lightly. If you need a comprehensive guide to help you properly craft your own, choose the best resume format from Resume Professional Writers' arsenal of resume samples.