

# Preparing Your Resume: **SAMPLE NOUNS**

When an employer requests an electronic resume, you can improve your odds of winning an interview by filling your electronic resume with keywords—and most keywords are nouns. Following you will find a few tips regarding the use of nouns and sample nouns you may include to increase the “hits” on your electronic resume.

## **To increase the number of “hits” on your electronic/scannable resume:**

- ❖ Use nouns, instead of verbs, to state specific job functions, skills, or responsibilities (consult the job description).
- ❖ Be specific and quantifiable. Electronic applicant-tracking systems are data-driven.
- ❖ Include a *Keywords* section under your name, address, and phone (list degrees, job field or title, accomplishments, personality traits and attitude)

### **HOSPITALITY**

Amenities  
 Banquet Operations  
 Budget Administration  
 Club Management  
 Customer Retention  
 Food & Beverage Operations  
 Guest Satisfaction  
 Hospitality Management  
 Inventory Planning  
 Labor Cost Control  
 Meeting Planning  
 Menu Planning  
 Occupancy  
 Portion Control  
 Purchasing  
 Resort Management  
 Service Management  
 Signature Property  
 Vendor Sourcing  
 VIP Relations

### **RETAIL**

Buyer Awareness  
 Customer Loyalty  
 Distribution Management  
 Hardgoods  
 Inventory Control  
 Loss Prevention  
 Mass Merchants  
 Merchandising  
 Pricing  
 Retail Sales  
 Security Operations  
 Softgoods  
 Specialty Retailer  
 Stock Management

### **ADMINISTRATION**

Client Communications  
 Contract Administration  
 Corporate Secretary  
 Document Management  
 Executive Officer Support  
 Facilities Management  
 Government Affairs  
 Liaison Affairs  
 Meeting Planning  
 Office Management  
 Product Support  
 Project Management  
 Records Management  
 Regulatory Reporting  
 Technical Support  
 Time Management  
 Workflow Planning

### **INTERNATIONAL BUSINESS**

Acquisition  
 Barter Transactions  
 Channel Development  
 Cross-Border Transactions  
 Diplomatic Protocol  
 Emerging Markets  
 Expatriate  
 Foreign Investment  
 Global Expansion / Marketing  
 Import/Export  
 International Financing  
 International Subsidiary  
 Joint Venture  
 Licensing Agreements  
 Local National  
 Market Entry  
 Start-Up Venture  
 Technology Transfer

### **MANUFACTURING/ OPERATIONS**

**MANAGEMENT**  
 Asset Management  
 Capacity Planning  
 Capital Budget  
 Concurrent Engineering  
 Cycle Time Reduction  
 Distribution Management  
 Ergonomically Efficient  
 Labor Efficiency  
 Logistics Management  
 Master Schedule  
 Multi-Site Operations  
 On-Time Delivery  
 Process Automation  
 Production Output  
 Quality Circles  
 Safety Training  
 Traffic Management  
 Work in Progress  
 Yield Improvement