

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 for keywords to include on your resume and talk to individuals in the career field you are targeting to ask about appropriate keywords).
- ✓ 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

See www.job-hunt.org/resumekeywords.shtml for more information. Last accessed 5/12.