

5 Buzz Phrases Employers Want to See or Hear

By Sue-Ellen Farmer

The phrases that are listed below are perhaps often perceived to be the most difficult to communicate effectively on a Resume. Get these right and filling in the gaps will become even easier.

1) Excellent Communication Skills - Both written and oral. A great way for your Resume to be noticed is to demonstrate and use examples of how you have the ability to communicate effectively with junior colleagues right through the CEO. A fantastic way to communicate this on your Resume is to use the phrase:

- * Ability to be effective and persuasive when dealing with clients, junior colleagues and CEO both in person and via telephone and email.
- * Write clear, informative and effective guidelines to ensure successful project execution.
- * Interpret and present numerical and graphical data accurately and effectively.
- * Identify and communicate problems to rectify them in a timely manner by implementing effective solutions.

2) Motivation/Initiative - is very difficult to communicate this on a Resume but get it right and it is a sure fire way to have your Resume at the top of the MUST INTERVIEW pile. A great way to demonstrate this on your Resume is:

- * Set and achieve challenging goals whilst demonstrating persistence, commitment and dedication.
- * Identifying and implementing ways to improve and promote quality through accuracy and thoroughness.
- * Committed to persistently achieving set targets and company objectives on a monthly and annual basis.
- * Develop and implement cost saving formats to increase profits and revenue.

3) Leadership - to demonstrate leadership qualities on your Resume is one way for you to gain a promotion when you change your job. The examples below are what may give you the edge:

- * Inspire, motivate and incentivize a team of talented professionals performance.
- * Monitoring, evaluating and enhancing individual and team performance.
- * Communicate, demonstrate and communicate change effectively.
- * Effectively influence actions, opinions and results of colleagues.

4) Flexibility/Adaptability - all organizations will always look for employees who are flexible/adaptable to the changing needs of their business. To provide examples on your Resume is a great way to communicate that you are not change resistant and you are able to grow with the organisation.

Example:

- * Monitor, evaluate and change to varying needs of individual business units.
- * Following company guidelines and instructions and adapting rapidly to management directional changes.
- * Adapting easily to frequent delays and changes whilst often working long and unpredictable hours to ensure deadlines are met.
- * Adapting and remaining calm and focused under extreme pressure.

5) Organizational Skills - this is a soft skill that once communicated effectively will see your interview rate increase. A few glowing examples:

- * Plan, prioritize and work effectively to ensure set deadlines are met.
- * Organize, co-ordinate and schedule colleagues work effectively.
- * Demonstrating persistence to overcome obstacles and achieve set work objectives within ever-changing time frames.
- * Balancing individual and colleague responsibilities to meet deadlines.

By presenting yourself in a positive and flattering way on your Resume will make potential employers more receptive to interviewing you.

Do you know the Top 50 Recruiter Turn offs? Sign up to the Secure That Job Newsletter and get the TOP 50 Recruiter Turn-Off's Report FREE which shows you the mistakes job hunters make - Make these mistakes and you haven't got a chance of landing the job you want.

About the Author

Sue Ellen Farmer's Complete Secure That Job Tool Kit takes you through the entire CV or Resume Writing and Job Search process so that you are a skilled professional when it comes to looking for your dream job. Article Source: http://EzineArticles.com/?expert=Sue-Ellen_Farmer

Source: <http://www.womansinfo.com>