

PHRASES TO NEVER USE ON A RESUME

If you're looking for a job and want to stand out from the crowd, don't describe yourself as "effective" or "motivated." But most of all, don't say you're "creative." Why? Everyone else uses those words. LinkedIn, the world's largest professional network, combed its 135 million member profiles to find the most overused buzzwords professionals in all industries use to describe themselves and their work.

If you want to make a good impression, there is one thing you should never include on your resume, and you probably would never think of this!

The top 10 most overused resume buzz words:

1. Creative
2. Organizational
3. Effective
4. Extensive experience
5. Track record
6. Motivated
7. Innovative
8. Problem solving
9. Communication skills
10. Dynamic

Since competition for the best jobs is fierce, you should craft your online profile or resume so it stands out. That means using words others do not.

Instead of describing who you are and what you have done in vague and meaningless language, illustrate your unique professional accomplishments and experiences. The best way to do this is through concrete examples that showcase your skills and achievements.

Do not say: I am a highly motivated and innovative product manager with extensive experience and a proven track record.

Do say: After working for five years as a product manager, I assumed the responsibility for marketing and managing Acme Corp.'s laundry detergent line. In 21 months, sales doubled, due in large part to the viral online advertising campaign I directed. This promotional avenue cost far less than traditional TV and print advertising and helped the company reach a younger and more affluent audience.