

# Buzzwords That Derail Your Job Hunt

## Recruiter Roundtable Looks at Overused Terms

What buzzwords or phrases do you feel have lost meaning because they are all too commonly used by job seekers in resumes or interviews?

### **Quantify Wherever Possible**

If a resume is filled with points that are lacking in substance and not supported by **accomplishments**, it can be a red flag to employers. For instance, hiring managers typically don't look favorably on materials filled with terms such as "enhanced," "familiar with," "responsible for" and "solutions-oriented" that don't also include details on actual achievements.

Job seekers need to focus on quantifying the results of their previous **work history** as much as possible. For example, "reduced the quarter-end reporting process by three days" will have a greater impact than "streamlined a reporting process."

When you're crafting your resume and speaking with hiring managers, convey how you could contribute in the position you're applying for and back up your assertions with strong examples. In particular, detail how you've positively impacted previous employers' performance and bottom line, including specific ways you helped reduce costs or increase profits.

*-- DeLynn Senna, executive director of North American permanent placement services for Robert Half International*

### **Demonstrate Your Creativity**

The one buzzword that gets me the most is "out-of-the-box," "outside of the box" or any similar variation. Though I don't hear it used as much as it was a few years ago, it means nothing to me. This common buzzword deserves a more in-depth explanation from the speaker. What does "out of the box" mean to you and how has your creativity delivered results?

*-- Lindsay Olson, partner, Paradigm Staffing*