

Resume Keywords and How to Use Them

By [Alison Doyle](#)



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Definition: Most companies use [recruiting management software](#) to screen candidates for job openings. Resume keywords are the words that those hiring managers search for when going through their database of resumes.

In order to get found, your resume needs to contain keywords that directly target the jobs you are interested in.

The keywords in your resume should reference specific job requirements, including your skills, software and technology competencies, relevant credentials, and previous employers.

Using resume keywords increases the chances of your resume being compatible with a job that's open and your resume showing up in the hiring manager's search results.

Cover Letter Keywords

Similarly, you can include [keywords in your cover letter](#). This way, if your cover letter is screened, you will have a better chance of getting selected for an interview as a qualified candidate.

How to Find Keywords

To find keywords to use, take a look at some actual job postings. Search for job listings that match your background and experience. Then look at the keywords including in the job postings and incorporate them into your resume.

Use a [job search engine](#) so you can find jobs from a variety of job sites. Then compare and contrast and pick the keywords from the job postings that are the best fit for your skills and qualifications.

Be specific. The more focused and specific you are, the better chance you'll have at being a good match.

List of Resume and Cover Letter Action Keywords

By [Alison Doyle](#)



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Do you need keywords to use in your resume and cover letters? Using the right keywords not only shows what you have accomplished in previous jobs. They also help your job application materials get selected by the software and hiring managers who screen your documents. Here's a list of action keywords to use when applying for jobs.

Resume and Cover Letter Action Keywords

A

Achieved, accomplished, adapted, addressed, analyzed, authored, authorized, assessed, assisted, appraised, amended, advised, allocated, altered, accelerated, acquired, acted, aided, assembled

B

Budgeted, built, balanced

C

Compiled, combined, challenged, chaired, committed, communicated, coordinated, calculated, contributed, commissioned

D

Decided, developed, disclosed, documented, discovered, designed, determined, demonstrated, deferred, distributed, directed, devoted, drafted, doubled, diversified

E

Exercised, expected, earned, elected, engaged, entered, engineered, employed, edited, evaluated, entertained, eliminated, exchanged, ended, exempted, endorsed, expedited, experienced, enforced, explained

F

Facilitated, focused, financed, fueled, figured, fit, formed, fortified, functioned

G

Guided, grouped, gave, garnered, granted, generated

H

Hired, handled

I

Improved, identified, installed, inspired, interviewed, issued, invested, illustrated, implemented, incurred, innovated, inspected, invented, interpreted, instilled, inaugurated, informed, induced

J

Judged

L

Located, lectured, launched, litigated, lobbied, led

M

Mastered, managed, merchandised, modified, met, minimized, modeled, measured, moderated, motivated, multiplied, marketed, maximized, moved, mediated

N

Negotiated, noticed

O

Operated, owned, observed, oversaw, organized, obtained, oriented

P

Participated, printed, proposed, pursued, persuaded, perceived, preserved, processed, promoted, planned, performed, pioneered, passed, prioritized, provided, profiled, polled, presented, procured, purchased, placed, permitted

Q

Quoted

R

Ranked, resolved, received, rewarded, revised, revitalized, revamped, responded, restored, rejected, reinforced, reinstated, rehabilitated, remedied, redesigned, recruited, recovered, recorded, reduced, replaced, retained, retrieved, reversed, ran, raised, reached

S

Save, secured, stabilized, scheduled, screened, settled, separated, sent, selected, shaped, shortened, showed, signed, simplified, sold, staged, standardized, steered, stimulated, strategized, surveyed, supported, supplied, substantiated, supervised

T

Trained, tabulated, took, traveled, transformed, tested, transferred, tailored, targeted

U

Utilized, uncovered, united, updated, undertook, unified

V

Verified, valued, validated, visited

W

Witnessed, worked, weighed, wrote, won, welcomed

How to Include Keywords in Your Resume

By [Alison Doyle](#)



Resume Tip: Use Resume Keywords

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Your resume should include the same keywords that appear in job descriptions. That way, you will increase your chances of your resume matching available positions - and of you being selected for an interview.

Your [resume keywords](#) should include specific job requirements, including your skills, software and technology competencies, relevant credentials, and previous employers.

For example, based on experience, a candidate for an employee benefits management position might use the following resume keywords: *employee benefit plans, CEBS, health care benefits, benefit policy, FMLA*. A customer service representative could include: *customer service, customer tracking system, computer skills, order entry experience*.

The best way to find keywords to use in your resume is to use a [job search engine](#) to search for job listings. Check the results to see if you can find a common theme in the keywords listed in the job postings. Incorporate those skill keywords into your resume. Also check this list [list of action keywords](#) you can use to describe those skills.

[Resume Keywords](#)

Most companies use recruiting management software to screen candidates for job openings. Resume keywords are the words that those hiring managers search for when going through their database of [resumes](#).

[Cover Letter Keywords](#)

How to use skill, results and recognition keywords in your cover letter to increase your chances of getting selected for an interview.

[Resume Tips](#)

More resume tips and advice for writing a perfect resume, plus resume tips for online job applications, resume formatting, resume styles, choosing a resume writer, and tips for writing resumes that secure an interview.

[Resume Examples](#)

Before you start work on your resume, review free resume samples that fit a variety of employment situations. These resumes examples and templates provide job seekers with examples of resume formats that will work for almost every job seeker.

Skills and Abilities

Information on the skills, abilities and knowledge that employers require when hiring, including examples of different types of skills for resumes, cover letters, interviews and employment.

Skills Listed by Job

List of the skills required for a variety of different types of jobs.

List of Skills for Resumes

Skills for Resumes, Cover Letters and Job Interviews

By [Alison Doyle](#)



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- [skill sets](#)
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The following are lists of skills to include on a resume and in cover letters. There are general skills, plus skills for a variety of different jobs.

Skills Listed By Type

- [Analytical Skills](#)
- [Behavioral Skills](#)
- [Communication Skills](#) (List)
- [Communication Skills](#) (Top 10)
- [Customer Service Skills](#) (List)
- [Customer Service Skills](#) (Top 10)
- [Financial Skills](#)
- [General Skills](#)
- [Hard Skills](#)
- [Interpersonal Skills](#)
- [Leadership Skills](#) (List)
- [Leadership Skills](#) (Top 10)
- [Management Skills](#)

- [Organizational Skills](#)
- [Personal Skills](#)
- [Social Media](#)
- [Soft Skills \(List\)](#)
- [Soft Skills \(Top 7\)](#)
- [Soft Skills for Managers](#)
- [Teamwork Skills](#)
- [Technical Skills](#)
- [Transferable Skills](#)
- [Writing Skills](#)

Skills Listed by Job

- [Accounting](#)
- [Administrative / Secretarial](#)
- [Advertising](#)
- [Architect](#)
- [Automotive](#)
- [Banking](#)
- [Beautician](#)
- [Bookkeeping](#)
- [Carpentry](#)
- [Cashier](#)
- [Chef](#)
- [Computer](#)
- [Computer Programming](#)
- [Construction](#)
- [Counseling](#)
- [Customer Service](#)
- [Editing](#)
- [Engineering](#)
- [Fashion Design](#)
- [Fashion Buyer](#)
- [Finance](#)
- [Hair Stylist](#)
- [Human Resources](#)
- [Inside Sales](#)
- [Insurance](#)
- [Interior Design](#)
- [Information Technology](#)
- [IT Soft Skills](#)
- [Gardening, Landscaping and Groundskeeping](#)
- [Legal](#)
- [Librarian](#)
- [Maintenance and Janitorial](#)
- [Management](#)
- [Marketing](#)
- [Nursing](#)
- [Paralegal / Legal Assistant](#)
- [Photography](#)
- [Public Relations](#)
- [Real Estate](#)
- [Research Assistant](#)

- [Retail](#)
- [Restaurant and Food Service](#)
- [Sales](#)
- [Social Media](#)
- [Social Work](#)
- [Teaching](#)
- [Web Design](#)
- [Writing](#)

List of Accounting Skills

Accounting Skills for Resumes, Cover Letters and Interviews

By [Alison Doyle](#)



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Here's a list of accounting skills for resumes, cover letters and job interviews. Skills will vary based on the position for which you're applying, so also review our list of [skills listed by job and type of skill](#).

Accounting Skills List

A – G

- Account Analysis
- Account Reconciliation
- Accounting Information Systems
- Accounting Software
- Accounts Payable
- Accounting Processes
- Accounting Principles
- Accounts Receivable

- Accuracy
- ADP
- Aging Reports
- Analytical
- Analysis
- Annual Reports
- Asset Management
- Attention to Detail
- Audits
- Audit Schedules
- Balance Sheets
- Banking
- Bank Deposits
- Bank Reconciliations
- Bill Payment
- Bookkeeping
- Budgets
- Business Awareness
- Cash Receipts
- Certified Public Accountant (CPA)
- Chart of Accounts
- Check Runs
- Collections
- Commitment
- Communication
- Compliance
- Computer
- Corporate Reports
- Corporate Tax
- Cost Accounting
- Credit Management
- Credits
- Crystal Reports
- Debt Management
- Depreciation
- Detail Orientation
- Federal Tax Law
- Finance
- Financial Analysis
- Financial Reporting
- Financial Software
- Financial Statements
- Financial Statement Analysis
- Fixed Assets
- Forecasts
- Forecasting
- Full Charge Bookkeeping
- Full Cycle Month-End Close
- Full Cycle Year-end Close
- GAAP
- General Ledger
- Great Plains Accounting
- Great Plains Dynamics

H - M

- Income Tax
- Interest Calculations
- Interpersonal
- Invoices
- Job Cost Reports
- Journal Entry Preparation/Posting
- Mathematical
- Microsoft Office
- Monthly Closes
- Motivation
- MS Access
- MS Excel
- MS Word

N - S

- Numerical Competence
- Oracle
- Paychex
- Payroll
- Payroll Liabilities
- Payroll Taxes
- Peachtree
- Personal Tax
- Petty Cash
- Platinum
- Prepaid Income/Expenses
- Problem Solving
- Profit and Loss
- Professionalism
- QuickBooks
- Reconciliation
- Regulatory Filings
- Reporting
- Revenue Projections
- Revenue Recognition
- Sales Receipts
- SAP
- Special Projects
- State Tax Law

T - Z

- Tax Analysis
- Tax Compliance
- Tax Filing
- Tax Law
- Tax Liabilities
- Tax Reporting
- Tax Returns
- Tax Software

- Technology
- Teamwork
- Time Management
- Training
- Trial Balance
- Vouchers
- Writing
- Written Communication
- Year End Reporting