



The Career Centers

The Career Centers in partnership with Key Foundation
 Tri-C – Where futures beginSM

Words to **STRIKE** from your Resume!

OBJECTIVE	The top of your resume is prime real estate, and it needs to grab a hiring manager's attention with a list of your top accomplishments, not a summary of what you hope to get out of your next position.
REFERENCES UPON REQUEST	Potential employers are not concerned that you might refuse to provide references upon request. It's assumed that you will. It's like saying "phone calls returned upon request."
"I", "WE", "THEY"	Start sentences with action verbs. The reader already knows the resume is about "you"
SEASONED	Can have a connotation of being "old"
SALARY EXPECTATIONS	Does not belong in the resume at all
THE BEST	Hard to quantify "the best" and based on what information?
TEAM PLAYER	Instead of saying "team player," use an example that shows you mean it. For instance, "Led project team of 10 to develop new system that reduced the time for managers to receive reports by 25%"
PEOPLE PERSON	Very often overused and therefore has lost meaning.
WELL-VERSED	What does this really mean? The employer will know how articulate you are in the interview.