

Show, Don't Tell - Survey Reveals Most Overused Resume Phrases

TORONTO, Jan. 17, 2013 /CNW/ - Think that describing yourself as a "highly qualified" "self-starter" who is a "creative" "problem solver" will help you stand out on the job hunt? Think again. According to a new [OfficeTeam](#) survey, these are among the most overused terms on [resumes](#).

The survey was developed by OfficeTeam, a leading staffing service specialising in the placement of highly skilled administrative professionals. It was conducted by an independent research firm and is based on telephone interviews with more than 1,300 senior managers at companies with 20 or more employees in the United States and Canada.

Executives were asked, **"What is the most overused or meaningless phrase you see on resumes?"** Below are some of their top responses, along with advice on how to give employers what they're really looking for in your application materials and during the interview process:

Phrases to Leave Out	How to Stand Out
Highly qualified	Describe for the hiring manager what you bring to the role. Highlight your accomplishments in previous positions, emphasize your specific skills and note any certifications you have earned.
Hard worker	Explain exactly how you've gone the extra mile. For instance, did you regularly meet tough deadlines, handle a high volume of projects or tackle tasks outside your job description?
Team player	Working well with others is a must for any role today. Provide examples of how you partnered with colleagues or individuals in other departments to meet an objective.
Problem solver	People love others who can help them get out of a pickle, but be specific when you describe this quality. Highlight a difficult situation you encountered and how you handled it.
Flexible	Hiring managers seek candidates who can adapt quickly to new situations. Describe how you responded to a major change at work or dealt with the unpredictable aspects of your job.
People person	Employers want professionals with strong communication skills who can build camaraderie with internal and external contacts. Provide an example of how you won over a challenging customer or coworker.
Self-starter	Companies seek individuals with initiative who can contribute immediately. Show how you took action when you saw an issue that needed to be fixed.

"A resume full of clichés but short on specifics won't be memorable to hiring managers," said OfficeTeam executive director Robert Hosking. "Employers want concrete examples of professional achievements, as well as descriptions of any transferrable skills that can be applied to the open position."

Added Hosking, "People recall the stories they hear. During interviews, job applicants should share anecdotes that illustrate their best qualities."

About OfficeTeam

OfficeTeam is a leading staffing service specialising in the temporary placement of highly skilled office and administrative support professionals. The company has more than 315 locations worldwide and offers online job search services at www.officeteam.com. Follow OfficeTeam at twitter.com/officeteam, and gain insights into the latest administrative hiring and salary trends at www.officeteam.com/salarycentre.

SOURCE: OfficeTeam

For further information:

Contact: Nadia Santoli
(416) 350-2330
nadia.santoli@rhi.com

<https://press.roberthalf.ca/2013-01-17-Show,-Don-apos-t-Tell-Survey-Reveals-Most-Overused-Resume-Phrases>