Resume Key Word List

Below is a list of key words for functional areas or industries. Incorporate these terms into your resume to demonstrate your familiarity with a particular industry, function, or field to a potential employer.

Finance, Accounting & Auditing

Accounts Payable	Equity Financing	Operating Budgets
Accounts Receivable	Feasibility Analysis	Operational Audits
Asset Disposition	Financial Analysis	Partnership Accounting
Asset Management	Financial Audits	Profit/Loss (P&L) Analysis
Asset Purchase	Financial Controls	Profit Gains
Audit Controls	Financial Models	Project Accounting
Audit Management	Financial Planning	Project Financing
Capital Budgets	Financial Reporting	Regulatory Compliance
Cash Management	Foreign Exchange (FX)	Auditing
Commercial Paper	Initial Public Offering (IPO)	Return on Assets (ROA)
Corporate Development	Internal Controls	Return on Equity (ROE)
Corporate Tax	International Finance	Return on Investment (ROI)
Cost Accounting	Investment Management	Revenue Gain
Cost Avoidance	Investor Accounting	Risk Management
Cost Reduction	Investor Relations	Shareholder Relations
Cost/Benefit Analysis	Job Costing	Stock Purchase
Credit & Collections	Letters of Credit	Strategic Planning
Debt Financing	Leveraged Buy-Out (LBO)	Treasury
Divestiture	Liability Management	Trust Accounting
Due Diligence	Make/Buy Analysis	Workpapers
Employee Stock Ownership	Margin Improvement	
Plan (ESOP)	Merger	

General Management, Senior Management and Consulting

Advanced Technology	Customer Retention	Multi-Industry Experience
Benchmarking	Customer-Driven Management	Multi-Site Operations
Business Development	Decision-Making Authority	Management
Business Reengineering	Efficiency Improvement	New Business Development
Capital Projects	Emerging Business Venture	Operating Infrastructure
Competitive Market Position	Entrepreneurial Leadership	Operating Leadership
Consensus Building	European Economic Community	Organizational Culture
Continuous Process	(EEC)	Organizational Development
Improvement	Executive Presentations	Participative Management
Corporate Administration	Financial Management	Policy Development
Corporate Communications	Financial Restructuring	Performance Improvement
Corporate Culture Change	Global Market Expansion	Proactive Leadership
Corporate Development	High-Growth Organization	Process Ownership
Corporate Image	Infrastructure	Process Reengineering
Corporate Legal Affairs	Interim Executive	Productivity Improvement
Corporate Mission	Leadership Development	Profit & Loss (P&L)
Corporate Vision	Long-Range Planning	Management
Cost Avoidance	Management Development	Profit Growth
Cost Reduction	Margin Improvement	Project Management
Crisis Communications	Market Development	Quality Improvement
Cross-Cultural Communications	Market-Driven Management	Relationship Management
Cross-Functional Team	Marketing Management	Reengineering
Leadership	Matrix Management	Reorganization
Customer Loyalty	Multi-Function Experience	Return On Assets (ROA)

Return On Equity (ROE)
Return On Investment (ROI)
Revenue Growth
Sales Management
Service Design/Delivery
Signatory Authority

Start-Up Venture
Strategic Development
Strategic Partnership
Tactical Planning/Leadership
Team Building
Team Leadership

Total Quality Management
(TQM)
Transition Management
Turnaround Management
World Class Organization

Human Resources

American Disabilities Act
(ADA)
Benefits Administration
Career Pathing
Change Management
Claims Administration
College Recruitment
Compensation
Competency-Based Performance
Corporate Culture Change
Cross-Cultural Communications
Diversity Management
Equal Employment Opportunity
(EEO)
Employee Communications
Employee Empowerment
Employee Involvement Teams
Employee Relations
Employee Retention
Employee Surveys
Expatriate Employment

Grievance Proceedings
Human Resources (HR)
Human Resources Generalist
Affairs
Human Resources Partnerships
Incentive Planning
International Employment
Job Task Analysis
Labor Arbitration
Labor Contract Negotiations
Labor Relations
Leadership Assessment
Leadership Development
Management Training &
Development
Manpower Planning
Merit Promotion
Mutimedia Training
Multinational Workforce
Organizational Design
Organizational Development

Organizational Needs
Assessment
Participative Management
Performance Appraisal
Performance Incentives
Performance Reengineering
Position Classification
Professional Recruitment
Regulatory Affairs
Retention
Safety Training
Self-Directed Work Teams
Staffing
Succession Planning
Train-the-Trainer
Training & Development
Union Negotiations
Union Relations
Wage & Salary Administration
Workforce Reengineering

IS & Telecommunications

Advanced Technology
Applications Development
Architecture
Artificial Intelligence (AI)
Automated Voice Response
(AVR)
Backbone
Benchmarking
CASE Tools
Capacity Planning
CD-ROM Technology
Cellular Communications
Client/Server Architecture
Computer Science
Cross-Functional Technology
Team
Data Communications
Data Center Operations
Data Dictionary
Data Recovery
Database Administration
Database Design
Database Server

Desktop Technology
Disaster Recovery
Document Imaging
Electronic Data Interchange
(EDI)
Emerging Technologies
Electronic Mail (Email)
End User Support
Enterprise Systems
Expert Systems
Fault Analysis
Field Support
Fourth Generation Language
Frame Relay
Geographic Information System
(GIS)
Global Systems Support
Graphical User Interface (GUI)
Hardware Configuration
Hardware
Development/Engineering
Help Desk
Host-Based System

Imaging Technology
Information Technology (IT)
Internet
Joint Application Development
(JAD)
Local Area Network (LAN)
Management Information
Systems (MIS)
Multimedia Technology
Multiuser Interface
Multivendor System Integration
Network Administration
Object Oriented
Office Automation (OA)
Online
Operating System
Parallel Systems Operations
PC Technology
Pilot Implementation
Process Modeling
Project Lifecycle
Project Management
Methodology

Rapid Application Development (RAD)
Real Time Data
Relational Database
Remote Systems Access
Research & Development (R&D)
Resource Management
Software Configuration
Software Development/Engineering
Systems Acquisition
Systems Configuration
Systems Development Methodology
Systems Documentation
Systems Engineering
Systems Functionality
Systems Implementation
Systems Integration
Systems Security
Technical Documentation
Technical Training
Technology Commercialization
Technology Integration
Technology Licensing
Technology Needs Assessment
Technology Rightsizing
Technology Solutions
Technology Transfer
Telecommunications
Technology
Teleconferencing Technology
User Training & Support
Vendor Partnerships
Voice Communications
Wide Area Network (WAN)

International Business Development

Acquisition
Barter Transactions
Channel Development
Competitive Intelligence
Corporate Development
Cross-Border Transactions
Cross-Cultural Communications
Diplomatic Protocol
Emerging Markets
Expatriate
Export
Feasibility Analysis
Foreign Government Affairs
Foreign Investment
Global Expansion
Global Market Position
Global Marketing
Global Sales
Import
Intellectual Property
International Business Development
International Business Protocol
International Financing
International Liaison
International Licensee
International Marketing
International Sales
International Subsidiary
International Trade
Joint Venture
Licensing Agreements
Local National
Market Entry
Marketing
Merger
Multi-Channel Distribution Network
Offshore Operations
Public/Private Partnership
Technology Licensing
Start-Up Venture
Strategic Alliance
Strategic Planning
Technology Transfer

Manufacturing & Operations Management

Asset Management
Automated Manufacturing
Capacity Planning
Capital Budget
Capital Project
Cell Manufacturing
Computer Integrated Manufacturing (CIM)
Concurrent Engineering
Continuous Improvement
Cost Avoidance
Cost Reductions
Cross-Functional Teams
Cycle Time Reduction
Distribution Management
Efficiency Improvement
Environmental Health & Safety
Equipment Management
Ergonomically Efficient
Facilities Consolidation
Inventory Control
Inventory Planning
Just-In-Time (JIT)
Labor Efficiency
Labor Relations
Logistics Management
Manufacturing Engineering
Manufacturing Integration
Manufacturing Technology
Master Schedule
Materials Planning
Materials Replenishment System (MRP)
Multi-Site Operations
Occupational Health & Safety (OH&S)
On-Time Delivery
Operating Budget
Operations Management
Operations Reengineering
Operations Start-Up
Optimization
Order Fulfillment
Order Processing
Outsourcing
Participative Management
Performance Improvement
Physical Inventory
Pilot Manufacturing
Plant Operations
Process Automation
Process Redesign/Reengineering
Procurement
Product Development & Engineering
Product Rationalization
Production Forecasting
Production Lead Time
Production Management
Production Plans/Schedules
Production Output
Productivity Improvement

Profit & Loss (P&L)
Management
Project Budget
Purchasing Management
Quality Assurance/Quality
Control
Quality Circles
Regulatory Compliance
Safety Management
Safety Training
Shipping & Receiving Operation

Six Sigma
Spares & Repairs Management
Statistical Process Control
(SPC)
Technology Integration
Time & Motion Studies
Total Quality Management
(TQM)
Traffic Management
Turnaround Management
Union Negotiations

Value-Added Processes
Vendor Management
Warehousing Operations
Work in Progress (WIP)
Workflow Optimization
Workforce Management
World Class Manufacturing
(WCM)
Yield Improvement

Sales & Marketing
Account Development
Account Management
Account Retention
Brand Management
Business Development
Campaign Management
Competitive Analysis
Competitive Contract Award
Competitive Market Intelligence
Competitive Product Positioning
Consultative Sales
Customer Loyalty
Customer Needs Assessment
Customer Retention
Customer Satisfaction
Customer Service
Direct Mail Marketing
Direct Response Marketing
Direct Sales
Distributor Management
Emerging Markets
Field Sales Management
Fulfillment
Global Markets
Global Sales
Headquarters Account
Management
High-Impact Presentations
Incentive Planning
Indirect Sales
International Trade
Key Account Management
Line Extension
Margin Improvement
Market Launch
Market Positioning
Market Research
Market Share Ratings
Market Surveys
Marketing Strategy
Mass Merchants
Multi-Channel Distribution
Multi-Channel Sales

Multimedia Advertising
Multimedia Marketing
Communications
National Account Management
Negotiations
New Market Development
New Product Introduction
Product Development
Product Launch
Product Lifecycle Management
Product Line Rationalization
Product Positioning
Profit & Loss (P&L)
Management
Promotions
Profit Growth
Public Relations
Public Speaking
Revenue Growth
Revenue Stream
Sales Closing
Sales Cycle Management
Sales Forecasting
Sales Training
Sales Presentations
Solutions Selling
Strategic Market Planning
Tactical Market Plans
Team Building/Leadership
Trend Analysis