

Most Overused Resume Words

What term has the distinction of being the most overused in a resume or cover letter? "Extensive experience" leads the top-10 list of overused terms in the United States. Others in that group include "dynamic," "proven track record," "team player," "fast-paced," "problem solver" and "entrepreneurial."

Here's the full list of 40, in alphabetical order:

1. Best-in-breed
2. Best-in-class
3. Bottom line-oriented
4. Client-focused
5. Creative thinker
6. Cutting edge
7. Detail-oriented
8. Driven professional
9. Dynamic
10. Entrepreneurial
11. Evangelist
12. Extensive experience
13. Fast-paced
14. Go-to person
15. Goal oriented
16. Guru
17. Highly skilled
18. Innovative
19. Motivated
20. Multi-task
21. Out-of-the-box
22. Perfectionist
23. Proactive
24. Problem solver
25. Proven track record
26. Quality-driven
27. Quick learner
28. Results-oriented
29. Road warrior
30. Seasoned professional
31. Self-starter
32. Skill set
33. Strategic thinker
34. Strong work ethic
35. Team player
36. Tiger team
37. Trustworthy
38. Value add (added)
39. Works well under pressure
40. Works well with others

J O B M A P



A service of **Queens Library**