

The Top 500 ATS Resume Keywords That Will Get You a Job In 2023

Here are the 500 keywords, organized by industry, that appear most frequently in Jobscan's database of real job descriptions.



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- Job seekers, rejoice! We've compiled a list of the top 500 resume keywords that hiring managers are looking for when considering job applicants.

We've grouped these keywords into general job categories, so you can easily find the words that best fit your experience and skills.

Simply choose the keywords that are most relevant to your experience and include them on your resume.

By having these keywords on your resume, you'll improve your chances of being noticed by a hiring manager and landing an interview.

Table of Contents

- [What are resume keywords?](#)
- [What keywords do recruiters look for?](#)
- [How do you find the right keywords to use?](#)
- [How to use keywords in your resume](#)
- [Top 500 resume keywords list](#)
 - [Business, Finance, Law](#)
 - [Customer Service, Retail, Human Resources, Tourism](#)

[Education](#)

[Health Care, Medicine](#)

[Information Technology, Computer Science](#)

[Manufacturing, Transportation](#)

[Marketing, Media, Publishing, Graphic Design](#)

[Key takeaways](#)

What are resume keywords?

Job seekers today face a daunting task when it comes to [creating a resume](#) that will catch the eye of a hiring manager.

Why? Because most companies (including [99% of Fortune 500 companies](#)) now use applicant tracking systems, or ATS, to rank and filter job applicants.

ATS is a computer software application that helps employers manage the hiring process.

When you submit your resume, it usually goes straight into an ATS database. Hiring managers then search for suitable candidates by typing certain keywords into the search bar.

These [keywords](#) are usually job titles and [hard and soft skills](#). This is what is meant by “resume keywords.”

Read the full guide: [What Is An ATS? 8 Things You Need to Know About Applicant Tracking Systems](#)

What keywords do recruiters look for?

“The first thing I’m looking for is the hard skills that match the job description,” one [corporate recruiter](#) told Jobscan.

For example, if a recruiter wanted to fill a position for a marketing manager, they might

type in keywords such as “social media,” “SEO,” or “branding.”

The ATS then searches through all of the resumes in its database and pulls out those containing the keywords the recruiter was searching for.

“The first thing I’m looking for is the hard skills that match the job description.”

Unfortunately, a lot of resumes simply vanish into the black hole of an ATS database, never to be seen by a live human being. *All because they didn’t contain the right keywords!*

In fact, according to a [study](#) by the Harvard Business School, ATS technology screens out *qualified* applicants in 88% of companies because they don’t have the right keywords in their resumes.

Read the full guide: [Top Resume Skills and How to List Them](#)

How do you find the right resume keywords to use?

One of the best ways to find keywords is to re-read the job description.

Pay attention to the skills and qualifications that are listed as requirements for the position. Then add those keywords to your resume, especially in the [work experience section](#).

The easiest and most effective way to find keywords is to use Jobscan’s [resume scanner](#). This tool uses AI technology to analyze your resume and compare it to the job description.

The resume scanner will not only tell you exactly which keywords to use on your resume, but it also provides you with an overall [match rate](#).

The match rate is based on several factors, including skills, keywords, and experience.

How to use keywords in your resume

Optimizing your resume isn't as simple as stuffing industry-specific skills and jargon into your resume.

It's about tweaking the keywords already in your resume to match the job description.

For example, if you're a graphic designer, you probably have a lot of experience with Adobe Creative Cloud, Adobe's software bundle that includes standards like Photoshop and Illustrator.

But let's say the job description mentions only "Adobe Creative Suite," its former name.

If you have "Adobe Creative Cloud" on your resume but the hiring manager searches the ATS for "Adobe Creative Suite," there's a possibility you could be excluded from the results even though you possess the exact skillset they're looking for.

This is why it's so important to tailor your resume to every job you apply for.

To optimize your resume for this particular job opening, you should change your resume keyword to "Adobe Creative Suite."

The same thing can happen with job titles. There are many variations of job titles based on industry, company culture, or experience levels.

Here are three examples:

Example #1 – You're applying for a "Content Writer" position, but your previous job title was "Content Creator" which is what you've put on your resume. Because "Content Writer" is listed in the job description, this is what the hiring manager will most likely search for.

It's the same job, so change "Content Creator" to "Content Writer" on your resume to increase your searchability.

Example #2 -The job title buzzword fad (ninjas, gurus, rock stars, etc...) is thankfully

dying out, but you still have “Customer Service Wizard” on your resume from a previous job.

Unless a job description asks for actual sorcery skills, you should change the job title to reflect the new job for which you’re applying.

Example #3 – You worked for six years as a “Web Developer” at a small firm that didn’t differentiate experience levels. In other contexts, you would be a “Senior Web Developer,” so make that change on your resume as you pursue other senior-level positions.

There’s nothing wrong with changing the job titles on your resume. All you’re doing is translating your job titles into the same language used by the hiring manager of the company you’re applying to.

This is what optimizing your resume keywords is all about.

Important note: We’re talking about re-contextualizing your work experience rather than improving it. Do not give yourself a promotion you felt you deserved but didn’t get!

Read the full guide: [Resume Words: Keywords, Adjectives, Skills, and Power Verbs](#)

Pro Tip #1: Add keywords *exactly* as they appear in the job description

Many ATS do not recognize tenses, plurals, synonyms, abbreviations, or other word variations.

The best way to determine which keyword variation you should include on your resume is to simply copy what’s written in the job description.

For example, if the keyword “manager” is used frequently in the job description but your resume says “Managed team of 11 engineers,” [simply rewrite it](#) to say “Manager of a team of 11 engineers.”

Pro Tip #2: Don't overstuff keywords!

Your resume should always be natural and easy to read. Don't add keywords just for the sake of "pleasing" the ATS.

When it comes to keywords, remember to use them sparingly. A few well-placed keywords will do the trick and help your resume stand out from the rest.

Top 500 ATS resume keywords list

Below are the resume keywords, organized by industry, that appear most frequently in Jobscan's database of real job descriptions. (Note: some keywords are used multiple times).

Remember, always check the job description to see exactly how these keywords are used!

Quick Navigation

[Business, Finance, Law](#)

[Customer Service, Retail, Human Resources, Tourism](#)

[Education](#)

[Health Care, Medicine](#)

[Information Technology, Computer Science](#)

[Manufacturing, Transportation](#)

[Marketing, Media, Publishing, Graphic Design](#)

Business, Finance, Law

account management

accounts payable

accounting

accounts receivable

analysis	CAD
analytical	cash flow
analytical skills	CFA
analytics	client relationships
analyze data	client service
analyzing data	client services
annual budget	compliance
asset management	consulting experience
audit	consulting services
auditing	consumers
banking	contracts
billing	co-op
budget management	cost effective
budgeting	cost reduction
business administration	data analysis
business cases	data collection
business issues	data management
business management	data quality
business planning	database
business plans	deposits
business process	due diligence
business requirements	dynamic environment
business stakeholders	economics
business strategy	EMEA
business systems	expenses

external partners	invoices
finance	invoicing
financial analysis	journal entries
financial management	law enforcement
financial performance	leadership development
financial reporting	lean
financial reports	legal
financial services	legislation
financial statements	litigation
financing	machine learning
forecasting	MIS
forecasts	mortgage
GAAP	non-profit
general ledger	partnership
governance	partnerships
internal audit	payments
internal controls	payroll
internal customers	physical security
internal stakeholders	PMP
international	policies
inventory	portfolio management
inventory management	presentations
investigate	process improvement
investigation	project planning
investigations	proposal

prospecting	small business
purchase orders	spreadsheets
purchasing	statistical analysis
real estate	statistics
reconcile	strategic direction
reconciliation	strategic initiatives
regulations	strategic planning
relationship management	strategic plans
reporting	strategy
revenue growth	Tableau
RFP	tax
RFPs	technical knowledge
risk assessment	transactions
risk assessments	underwriting
risk management	vendor management
security clearance	vendors

Customer Service, Retail, Human Resources, Tourism

beverage	customer-facing
billing	customer requirements
build relationships	customer service
client relationships	customer-facing
client service	employee relations
consumers	filing
customer experience	help desk

hospitality	retail
hotel	sales
hotels	sales experience
human resource	sales goals
human resources	sales operations
immigration	Salesforce
in-store	staffing
internship	supervising
media relations	supervisory experience
office software	support services
on-boarding	talent acquisition
outreach	talent management
PeopleSoft	travel
performance metrics	travel arrangements
phone calls	

Education

administrative support	counseling
admissions	fundraising
biology	German
chemistry	higher education
coaching	mathematics
computer science	physics
computer software	program development
counsel	public relations

recruiting	spelling
recruitment	sports
relationship building	teaching
research projects	training
researching	writing

Health Care, Medicine

case management	on-call
CPR	ordering
FDA	pharmaceutical
fitness	pharmacy
health	presentation
healthcare	psychology
hospital	public health
logistics	public policy
medical device	safety
nursing	therapeutic

Information Technology, Computer Science

.NET	AutoCAD
algorithms	AWS
android	big data
architecture	business analysis
architectures	business continuity
audio	C (programming language)

C#	e-commerce
C++	end user
CAD	experimental
certification	experiments
Cisco	frameworks
cloud	front-end
compliance	GIS
computer applications	graphic design
computer science	hardware
controls	HTML5
CSS	I-DEAS
D (programming language)	information management
data center	information security
data collection	information technology
data entry	intranet
data management	iOS
database	iPhone
datasets	IT infrastructure
design	ITIL
development activities	Java
digital marketing	Javascript
digital media	JIRA
distribution	LAN
DNS	licensing
ecommerce	Linux

machine learning	resource management
MATLAB	root cause
matrix	routing
mechanical engineering	SaaS
migration	SAS
mobile	SCI
modeling	scripting
networking	scrum
operations management	SDLC
oracle	SEO
OS	service delivery
process development	software development
process improvement	software development life cycle
process improvements	software engineering
product design	SQL
product development	SQL server
product knowledge	tablets
program management	technical
programming	technical issues
protocols	technical knowledge
prototype	technical skills
Python	technical support
quality assurance	test cases
real-time	test plans
research	testing

troubleshooting	variances
UI	vendor management
Unix	VMware
usability	web services
user experience	workflows
UX	

Manufacturing, Transportation

assembly	drafting
asset management	drawings
audit	driving record
auditing	electrical
automation	electrical engineering
aviation	electronics
budget	engineering
budget management	fabrication
budgeting	installation
chemicals	instructional design
circuits	instrumentation
construction	inventory
cost reduction	inventory management
cross-functional team	ISO
distribution	life cycle
documentation	lifecycle
documenting	manage projects

management experience	quality management
mining	quality standards
operations	raw materials
operations management	regulatory
outsourcing	regulatory compliance
performance improvement	regulatory requirements
process improvement	repairs
process improvements	safety
procurement	six sigma
product design	SolidWorks
product development	sourcing
product knowledge	specifications
product line	standard operating procedures
product marketing	supply chain
product quality	supply chain management
project delivery	transport
project management	transportation
project management skills	valid drivers license
project plan	vendor management
QA	warehouse
quality assurance	workflows
quality control	

Marketing, Media, Publishing, Graphic Design

account management	acquisition
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acquisitions	business continuity
administrative support	business development
Adobe	business intelligence
Adobe Creative Suite	business planning
advertising	business process
affiliate	business strategy
agile	business systems
algorithms	case management
alliances	change management
analytical	client relationships
analytical skills	client services
analytics	CMS
analyze data	coding
analyzing data	commissioning
API	complex projects
APIs	consulting
automation	content
benchmark	continuous improvement
BI	contract management
brand	conversion
branding	correspondence
broadcast	counseling
budgeting	CPG
build relationships	CRM
business analysis	cross-functional team

customer experience	InDesign
daily operations	industry experience
data analysis	industry trends
data collection	information system
data management	information systems
data quality	internal communications
digital marketing	inventory management
digital media	JIRA
ecommerce	journalism
e-commerce	key performance indicators
editing	KPI
editorial	KPIs
employee engagement	lighting
engagement	machine learning
ERP	management consulting
ETL	market research
event planning	marketing
Facebook	marketing materials
fashion	marketing plans
field sales	marketing programs
Flex	marketing strategy
fulfillment	merchandising
HRIS	metrics
HTML	Microsoft Office
IBM	Microsoft Office Suite

Microsoft Word	quality assurance
MS Excel	R (programming language)
MS Office	recruit
MS Project	regulatory compliance
negotiation	relationship building
networking	reporting
operating systems	resource management
operational excellence	retention
performance management	sales management
photography	SAP
Photoshop	scheduling
portfolio management	scrum
positioning	SDLC
PR	segmentation
process development	SharePoint
process improvement	six sigma
process improvements	social media
product management	SOPs
product marketing	spreadsheets
product quality	SQL server
project delivery	stakeholder management
project management	standardization
public relations	startup
publications	start-up
publishing	statistical analysis

statistics	trade shows
status reports	TV
strategic direction	Twitter
strategic initiatives	value proposition
strategic planning	vendors
strategic plans	video
strategy	windows
strong analytical skills	workflows
telecom	

Key takeaways

Most companies now use applicant tracking systems (ATS) to rank and filter job applicants.

Recruiters usually search the ATS for the job titles and hard skills that match the job description.

You can find the keywords to use in a resume by analyzing the job description.

Pay attention to the skills and qualifications that are listed as requirements for the position. Those are the keywords to put on a resume.

Optimizing your resume is about tweaking the keywords already in your resume to match the job description.

Speak the language of the hiring manager and the job description they've created. Use *their* keywords for resume skills to increase your chances of getting a job interview

Add resume words exactly as they appear in the job description.

Use Jobscan's resume scanner tool to automate the process of optimizing your resume.