To help you land the job interview, here’s how to spin the 6 buzz words on a resume into skills that sizzle.

1) Responsible For

Of course you’re responsible for something. But how many? How long? Who? What? When? Rather than waste the hiring manager’s time reading a vague list of responsibilities, be specific and [use quantitative figures](http://www.squawkfox.com/2008/11/18/10-ways-to-build-a-resume-like-a-professional-resume-writer-the-dos/) to back up your cited skills and accomplishments.

BAD:

Responsible for writing user guides on deadline.

GOOD:

Wrote six user guides for 15,000 users two weeks before deadline.

BAD:

Responsible for production costs.

GOOD:

Reduced production costs by 15 percent over three months.

The resume that avoids vague “responsibilities” and sticks to facts detailing figures, growth, reduced costs, number of people managed, budget size, sales, and revenue earned gets the job interview.

2.) Experienced

Saying you’re experienced at something and giving the facts on that experience are two very different approaches.

BAD:

Experience programming in PHP.

GOOD:

Programmed an online shopping cart for a Fortune 500 company in PHP.

Hiring managers want to know what experience, skills, and qualifications you offer. Do tell them without saying, “I am experienced.”

3) Excellent written communication skills

This phrase must die. It’s on most resumes. Is it on yours?

BAD:

I have excellent written communication skills.

GOOD:

Wrote jargon-free online help documentation and reduced customer support calls by 50 percent.

If you’ve got writing skills, do say what you write and how you communicate. Are you writing email campaigns, marketing materials, or user documentation?

4) Team Player

Give some hard facts behind your job pitch.

BAD:

Team player working well in large and small groups

GOOD:

Worked with clients, software developers, technical writers, and interface designers to deliver financial reporting software three months before deadline.

5) Detail Oriented

Give the specifics to the details with which you are oriented. Please, orient your reader to the details.

BAD:

Detail oriented public relations professional.

GOOD:

Wrote custom press releases targeting 25 news agencies across Europe.

If you have the details, do share them with the hiring manager. Give the facts, the numbers, the time lines, the dollar figure, the quantitative data that sells your skills and disorients the competition.

6) Successful

Let your skills, qualifications, and achievements speak for you.

BAD:

Successfully sold the product.

GOOD:

Increased sales of organic chocolate by 32 percent.

When it comes to your successes, please don’t be shy. Boast your best, sing your praises, and sell your skills.