



When writing phrases based on the formula below:

verb + HR buzzword + preposition + activity

remember to **use different action verbs** and not repeat the obvious ones (e.g. *demonstrated / developed*). Go back to Language Page on Positive Action Verbs to get a variety of verbs you can use.

Below are examples of common HR buzzwords which you may notice in job advertisements.

- Research buzzwords used in your field
- Use them in your CV

achievement	analytical thinking	autonomy	communication skills
detail-orientation	dynamic	entrepreneurship	flexibility
interpersonal / people skills	leadership	networking	organisational skills
professional confidence	self-starter	strategic thinking	team player
	time management		