

Keywords for Resumes & Job Searches

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When you apply for a job, especially if the position is at a large employer, your resume will likely enter a database that companies use to keep track of job candidates. Recruiters and hiring managers can query the applicants in this database to find candidates who are a good fit for a role. Even if a company reviews resumes by hand, the person reviewing your resume will be scanning it for similar key items.

To improve your chance of success in the initial winnowing of resumes, you should include some of the keywords, listed below, in your resume. You can also use these keywords when searching for IE-related jobs:

- Benchmarking
- Cost estimating & cost engineering
- Cost reduction
- Cross-functional teams
- Defect reduction
- Ergonomics & safety
- Facility planning
- Implementation results
- Inventory control & management
- Material handling
- Production control & scheduling
- Productivity improvements
- Project management
- Quality control & inspection
- Root cause analysis
- Six Sigma/Lean manufacturing
- Strategic planning
- Supplier on-site visits
- Systems integration