

Introduction

Welcome to the seventh installment in our series of reference guides designed to help you in your career. Our previous guides have been focused on the structure and development of resumes and cover letters. They include:

- *101 Best Resumes*
- *101 More Best Resumes*
- *101 Best Cover Letters*
- *101 Best .Com Resumes*
- *101 Best Resumes for Grads*
- *101 Best Tech Resumes*

Keywords represent a subset of this matter. Keywords are nouns and adjectives that serve to describe you professionally.

This guide offers a variety of tools for you. For the top professions we identified, you will find a list of at least 20 keywords, an example of their use in a sample resume, and their use in a sample interview question. Not every keyword is illustrated in every respective resume or sample interview. Inserting every keyword would have made them too wordy and in many cases unrealistic. These samples will give you some ideas, but your use really depends on your own experiences and objectives. Each profession showcases the work of both the authors and the members of the Professional Association of Resume Writers.

Really look over “Tips to Get You Hired” starting on Chapter 3. They will provide you with savvy tips you won’t find anywhere else. The tips are divided into six categories and are very tactical in nature. We always try to stay away from theory and instead emphasize hands-on tactics.