



## Keyword Lists & Synonyms

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*RESUMate's keyword list with synonyms can be the difference between finding and overlooking qualified candidates, not just on rare occasions, but every time you do a search!*

*See the next page for a partial list of keywords describing Engineering & Manufacturing candidates that has been pre-loaded in your RESUMate database.*

### Often, there's more than one way to say the same thing...

When composing a resume, a candidate can choose any number of words or phrases that mean essentially the same thing. For example, the same job title might be expressed in a resume as "Director of Quality Assurance," or "Director of QA," or "Quality Assurance Director," or "QA Director." To get a good search result, you've got to find all those resumes that contain any one of these four expressions.

### You can solve this problem the hard way...

You can always search the full text of the resume if you want to, but in this case you'll need to remember all of the various ways of saying the same thing every time you do a search, and then type in each word or phrase, taking care to spell it correctly.

### But RESUMate offers an easier, better way...

RESUMate's customized keyword lists contain not just keywords and phrases, but synonyms for those words and phrases. When a text resume, (such as a Word doc or e-mail message), is converted into a database record, keyword extractions are based both on the main word or phrase as well as its synonyms.

A single click search for this item automatically uses the synonyms as logical "or" conditions. No remembering; no typing; just one click finds every record in your database that deserves your consideration.



For any recruiting specialty, searches are fast & easy with RESUMate's keywords & synonyms.

In addition to **Engineering and Manufacturing**, we offer pre-customized keyword lists for the following recruiting specialties.

- \* **Information Technology**
- \* **Accounting and Finance**
- \* **Biotechnology**
- \* **Clerical and Light Industrial**
- \* **Consumer Products**
- \* **Sales and Marketing**
- \* **Hospitality**
- \* **Construction**
- \* **Dentistry**
- \* **Energy**
- \* **Financial Services**
- \* **Healthcare**
- \* **Legal**
- \* **Physician**
- \* **Nursing**



We've done a good job, & you can make it even better.

We think of our pre-loaded keyword lists as a good starting point, not the final word. You can use your industry knowledge to add as many more items and synonyms as you like, and RESUMate will automatically update all of the pre-existing records in your database to reflect your new words and phrases.



## Engineering & Manufacturing keywords

Here's a partial sample of the Engineering and Manufacturing keywords you'll find pre-loaded in your RESUMate database. As an example, synonyms are shown for the QA Manager item only. Synonyms are also provided for most other keywords as well.

### SPECIALTY

Autocad  
Aerospace  
Agriculture  
Architectural  
Automotive  
Biomedical  
Ceramic  
Civil  
Chemical  
Computer  
Design  
Electrical  
Environment  
Facility  
Industrial  
Lighting  
Maintenance  
Manufacturing  
Mechanical  
Metals  
Network  
Nuclear  
Optics  
Pharmaceuticals  
Physics  
Plastics  
Product  
Quality  
Research  
Safety  
Software  
Tech Support  
Telecom  
Test  
Tooling  
Welding

### FUNCTIONS/TITLES

Aerospace Eng  
Automotive Eng  
Agriculture Eng  
Biologist  
Chemical Eng  
Civil Eng  
Design Eng

Electrical Eng  
Environmental Eng  
Facility Eng  
Industrial Eng  
Lighting Eng  
Manufacturing Eng  
Mechanical Eng  
Nuclear Eng  
Optics Eng  
Physics  
Plastics Eng  
Programmer  
Software Eng  
Structural Eng  
Textile Eng  
Welding Eng

### TITLES

Associate  
Entry-Level  
Design Engineer  
Drafter  
Engineer  
Engineering Manager  
Intern  
Licensed  
Project Controls  
Project Engineer  
Safety Engineer  
Supervisor  
Systems Engineer  
Test Engineer  
Technician

### ENG SUPPORT FUNCTION

Architect  
CAD  
Draftsman  
Electrician  
Field Service  
Machinist  
Millwright  
Model Maker  
Pattern Maker  
Technical Writer

### QUALITY FUNCTION

Quality Auditor

Quality Coordinator  
Lab Technician  
Director of QA  
**QA Manager**  
QA Eng  
QA Supervisor  
VP of QA  
Statistician  
Vendor Qual Mgr  
Vendor Qual Supv

### SKILLTRADE FUNCTION

CADD Designer  
CNC Operator  
CNC Programmer  
Electronics Tech  
Engineering Tech  
General Labor  
Machine Builder  
Machine Operator  
Mechanical Tech  
Painter  
Process Tech  
Tech Writer  
Tooling Designer  
Welder

### MFG MGT FUNCTION

Business Unit Mgr  
Dept Manager  
Eng Manager  
VP of Eng  
Facility Manager  
Facility Supervisor  
Mfg Director  
Mfg Manager  
Mfg Supv  
VP Mfg  
Production Mgr  
Production Supv  
Superintendent

### STRAT SOURCE FUNCTION

Buyer  
Contract Admin  
Distribution Mgr  
Distribution Supv  
Expeditior

Handler  
Inventory Analyst  
Logistics Manager

### QA Manager Synonyms:

Manager of QA  
Manager of Quality Assurance  
Quality Assurance Manager

Logistics Supervisor  
Planner  
Transport Mgr  
Transport Supv

### MFG FUNCTION

Assembler  
Builder  
Fabricator  
Finisher  
Line Worker  
Machinist  
Operator  
Production Worker  
Set up  
Union  
Welder

### MFG MGT FCN

Bus Unit  
Executive  
Facility  
Food  
Military  
Operations  
Plant  
Production  
Supervisor

### MATRL HAND FCN

Buyers  
Distribution  
Driver  
Logistics  
Material Handler  
Purchasing  
Transportation  
Traffic