

RESUME GUIDELINES

Resumes have a two-fold purpose. Your resume must be designed so that you will be called for an interview and must be written so that the reader is provided with an overview of your qualifications. The person screening resumes decides within 20 seconds if you meet the qualifications and will be given further consideration. You must convey to the reader that you have the qualifications and unique talents that will make you a valuable employee.

Some **general rules** apply to resume writing.

1. **Tailor your resume to a particular position or field.** Understand the position for which you are applying. Develop a master copy of your resume and create different versions of your resume appropriate for the positions to which you are applying.
2. **Aim for a resume with one, but not more than two pages.** A new graduate should have a one-page resume in certain fields of study, but other fields may allow a two page resume if the student has a lot of experience. Be direct and to the point in your descriptions of past job accomplishments.
3. **Be 100% truthful. Make sure that all dates and information are correct.**
4. **Do your own work.** It is unprofessional and inappropriate to allow anyone else to write your resume, cover letter or application. You must write and submit your own materials. Do not use a template or a “resume wizard”; do your own work.
5. **Have several people (career development center staff, instructors) PROOFREAD and critique the resume.** NEVER allow a resume to go out with a mistake.
6. **Be concise in your wording.** Use the minimum number of words possible. Eliminate nonessential phrases like “responsibilities included...”
7. **Major categories that present your strongest selling points should appear first.** Information should be included in descending order of importance.
8. **Have a reason for including each item on your resume.** Include only information relevant to your obtaining an interview for a particular position or field. If in doubt about whether to include something on your resume, ask yourself, “Does it enhance my candidacy for the position?” and “Does it support my goal?” You should have a reason for including each item on your resume.
9. **Aim for overall visual balance on the page.** This helps create a positive first impression for the reader. Make your resume easy on the reader’s eye.
10. **When printing resumes, use only black ink and resume paper.** Resume paper is white, off-white, cream or light grey, quality, heavy bond paper. You would need printed resumes when visiting a recruiter in person, attending a career or graduate school fair, or sending in a copy.
11. **Do not supply names of references on the resume.** Provide a separate reference page. See example.
12. **Personal information does not belong on a resume.** Employers do not want to know one’s age, marital status, health, religion or race due to legal ramifications.
13. **Apply in the manner which the employer has requested (via email if they have provided email, or through online application system.)** No phone calls when they have requested no phone calls.

RESUME TYPES

Resumes come in three main styles, described below. Which one is better? The one that most effectively shows off your qualifications and differentiates you from the crowd. Also, when choosing between styles take into account any instructions the employer has given (eg. sometimes an employer will ask for a specific type of resume. *Show that you know how to follow instructions.*)

Chronological Style – Lists your background in reverse chronological time sequence, starting with the most recent experience first and working backwards.

Functional Style – Lists the functions performed, by category. This format allows you to highlight your relevant experience that may be overlooked otherwise.

Skill Based Style – List your skills by category. This format allows you to talk less about the actual job you had, but to highlight the skills that you have learned through various positions.

TIPS ON PHRASING

Turn Responsibilities into Accomplishments

Ask yourself the following questions: “Who did the work?” “What was the subject matter?” “What was the purpose of the work?” “How did you do this work?” “Did you have to work within a certain timeframe?” “Can you quantify your work?” “What happened to your work after you completed it?” “Did your work have an impact on the organization overall?” In this way you can expand your descriptions and turn your responsibilities into accomplishment statements.

Phrases that Catch the Eye:

- Achieving a ___% success rate
- Supporting swift and positive resolutions
- Which resulted in...
- Which increased...
- Which improved the quality of...
- Attaining the highest rating on...
- Significantly enhancing performance

EXPERIENCE

- Experience is: paid employment, internships, community service / volunteerism, and activities where you have developed important skills such as course projects, research, and presentations.
- List experiences in reverse chronological order, beginning with current or most recent position. If chronological order doesn't work to your advantage, or if you have too many positions to list on one page, you may want to group 3 or 4 of your most relevant experiences under the heading **RELEVANT EXPERIENCE**. An alternative would be to create sub-categories like **Counseling Experience** or **Leadership Experience**.
- It's not necessary to list all your prior employment. Some students choose to lump together a variety of jobs in a summary statement that suggests you have worked steadily throughout college: *Additional employment includes positions in retail sales and food service, Summers 1998-2000.*
- Dates can be listed at the end of your experience description or in either the left or right hand margin.
- Use action words! (Reference below list of verbs.)
- Focus on *transferable skills* that apply to your objective. Transferable skills are those that you can apply and make use of in a number of different roles, for example: **interpersonal, writing, research, time management, attention to detail, ability to work well under stress, team membership and communication skills.**
- Describe the highest level of your job responsibilities – no need to list everything you've done.
- Quantify your work experience where possible: *increased sales volume by 20%, processed an average of 150 loan applications per day, responsible for over \$20,000 in cash deposits.*
- Use bullets (*) when describing your experience if you prefer.
- Indicate if you have paid for your college expenses through employment: *Paid for 50% of college expenses through above employment.*
- Lead with your strengths; EXPERIENCE doesn't have to follow EDUCATION. Once you have been out in the workforce 5-7 years, your experience becomes more important than education and should be listed first.

AMANDA S. GRAY

Randolph College, Founded as R-MWC, 2500 Rivermont Ave, Box 123 • Lynchburg, VA 24503
asgray@randolphcollege.edu • (123) 456-7890

SUMMARY OF QUALIFICATIONS

- Strong research, analytical and problem solving skills
- Ability to work independently and on a team
- Proficient in using Microsoft Office Suite, Adobe Acrobat, Photoshop and the Internet

EDUCATION

Bachelor of Science, Double Major in Economics and Mathematics

May 2017

Randolph College, Lynchburg, VA

GPA: 3.9

Related Courses:

Research Methods of Economics, International Economics, Economics of the Public Sector, Principles of Micro- and Macroeconomics, Theory of Macroeconomic Theory and Application, Money and Banking

RELATED EXPERIENCE AND COLLEGE ACTIVITIES

President, Dollars and Sense Club (D&S), Randolph College, Lynchburg, VA, Fall 2016 – present

- Coordinated with Ten Thousand Villages to sell their products on campus
- Researched stocks and learned how the stock market works
- Organized a tour of IMF and World Bank for the club members
- Arranged a speaking event on economic crisis for awareness of the college community
- Organized weekly lunch table gathering for economics professors and the club members to have informal discussion on current economic issues

Researcher, Summer Research Program, Randolph College, Lynchburg, VA, Summer 2015

- Collect data relating to economic impact of Habitat Home in Lynchburg, Virginia
- Researched problems and solutions to improve program success
- Presented research to local community members and at regional conferences

Fundraiser, Development Office, Randolph College, Lynchburg, VA, Spring 2014

- Solicited funds from college alumnae, parents and other friends of the college
- Shared the news and updates of the college with the alumnae to maintain alumnae network
- Wrote thank you letters to alumnae for donations received

Financial Services Specialist Intern, Virginia Department of Transportation, Lynchburg, VA, Spring 2013 – Fall 2014

- Reviewed and approved payment vouchers
- Investigated annual expenditures in excess of \$50,000
- Entered investigated data into database and filed related documents for further process

ADDITIONAL EXPERIENCE AND COLLEGE ACTIVITIES

Resident Assistant, Randolph College, Lynchburg, VA, Fall 2014 – Present

Career Development Center Assistant, Randolph College, Lynchburg, VA, Fall 2012 - Present

Randolph Academic Tutor, Randolph College, Lynchburg, VA, September 2012– May 2013

Administrative Assistant, Goodman Inc., Chesapeake, VA, Summer 2011

AWARDS & HONORS

Omicron Delta Epsilon National Honor Society; Departmental Honors in Mathematics; Dean's List

ANDREA E. RODRIGUEZ

Randolph College • 2500 Rivermont Avenue • Box 2758 • Lynchburg, VA 24503 • Cell: 434-221-1111 •

EDUCATION

Randolph College, Lynchburg, VA
Bachelor of Science in Mathematics
Concentrations in Computer Science and Philosophy

May 2017
GPA 3.7

SKILLS

C++, Java, Qbasic, Microsoft Applications including Word, Excel, Access, PowerPoint, CRLA Regular Tutoring Certificate, CRLA Advanced Tutoring Certificate

RELEVANT EXPERIENCE

Student Researcher, Mathematics Department, Randolph College, Lynchburg, VA
Summer 2014

Senior Capstone Research Project Title: Primitive Pythagorean Triples

- Researched the PPT and arrived at conclusions
- Studied structures that can be made from the PPT and made models on Derive
- Presented findings to faculty, staff and students

Course Project Title: Graphical Implementations of Computer Science Algorithms

- Studied ten sorting and searching algorithms used in computing
- Implemented applets that graphically demonstrate how they work
- Made applets accessible on the web for demonstration in classrooms

ADDITIONAL EXPERIENCE

Tutor, Ethyl Science and Mathematics Center, Randolph College, Lynchburg, VA
August 2015 – present

- Tutored students in various Mathematics courses
- Individually reviewed math problems with undergraduate students
- Taught students proper study skills and time management techniques

Teacher's Assistant, Nursery School, Randolph College Lynchburg, VA
January 2016 – present

- Supervised 10-15 nursery school children three to five years of age
- Assisted teachers with classroom activities including arts and crafts and recreation
- Mediated conflict and referred to supervisor as needed

Library Assistant, Lipscomb Library, Randolph College, Lynchburg, VA
August 2014 – December 2014

- Processed incoming and outgoing Inter-Library Loans
- Maintained and updated display boards
- Assisted faculty, staff and students with print and media check out and returns

HONORS

President's Academic Scholarship (a four-year academic merit scholarship), **Writing List** (Fall 2013),
Dean's List (Fall 2014 – Fall 2015), **Sigma Pi Sigma** (National Physics Honor Society)

ACTIVITIES

President/Board Member, Sophomore Class; **Member**, Pan World Club;
Member, Club Asia; **Docent**, Maier Museum of Art

Bonnie Marie Scott

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2500 Rivermont Avenue, Box 1076 bmscott@randolphcollege.edu
Lynchburg, VA 24503

Permanent Address: 123 Great Oak Drive (302) 555-3836
Wilmington, DE 19700 bmscott@yahoo.com

Skills Summary

- Detail oriented new graduate with well-developed organization and time management skills
- Strong written and oral communication skills
- Experience with current journals and library research
- Fluent in Vietnamese and English

Education

Randolph College, Lynchburg, VA May 2017
Bachelor of Science, Biology GPA 3.2
Minors: Chemistry and German

Relevant Coursework: Immunology, Biotechnology Applications, Genetics, Cell and Molecular Biology, Biochemistry, Advanced Biochemistry, Genetic Toxicology, Microbiology, Organic Chemistry, Qualitative Analysis, Organismic Biology

Related Experience

Undergraduate Research, Department of Biology, Randolph College, September 2015 – May 2016

- Investigated the effects of cannabinoids on the CD23 expression of B cells induced by IL-4 immunoblotting, ELISA, NMR, infrared spectroscopy, spectrophotometry, gas chromatography, and TLC
- Worked collaboratively with professors at Lynchburg College and the University of Virginia
- Ordered and purchased all chemicals and materials

Sales Associate, Designer Kitchen and Baths, Lynchburg, VA, Summers 2014 - 2015

- Processed purchase orders and arranged deliveries for customers
- Coordinated shipping arrangements with distributors from around the country on common and special orders
- Increased sales by 20% through strong personalized customer service
- Handled sales transactions, returns, exchanges and customer complaints

Computer Skills

- Microsoft Outlook, Word, Excel, Access and PowerPoint; SPSS, JSTOR; Firefox
- Experience with both PC and Macintosh operating systems

Honors and Activities

Member, Phi Kappa Chi

Recipient, Marjorie Martin Scholarship, Alumnae Scholarship

Member, Dean's List - all semesters

Janet L. Prewitt

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EDUCATION **Randolph College**, Lynchburg, Virginia
Bachelor of Arts in Curricular Studies May 2017
Major: Early Childhood Education GPA: 3.4
Area of Specialization: Psychology

CERTIFICATION First Aid, CPR Certification, May 2016

RELEVANT COURSES

- Meeting Special Needs in the Classroom
- Curriculum & Methods in Early Childhood Education
- Teaching Learning and Class Management
- Reading and Writing Instruction
- Teaching Elementary Social Studies
- Principles of Instructional Design
- Language and Reading Development

TEACHING EXPERIENCE **Early Childhood Center**, Head Start Center, Lynchburg, VA, January 2016 – April 2016
Student Teacher

- Instructed a diverse student population including ESL students
- Taught individualized math using manipulatives
- Organized and created learning centers and bulletin boards
- Used cooperative learning strategies
- Introduced computer use in learning centers
- Provided students with individualized attention
- Created flannel board stories to enhance learning
- Kept concise records of student progress
- Worked productively with staff, students, and parents

Pre-Kindergarten, Paul Monroe Elementary, Lynchburg, VA, September 2015 – December 2015
Student Teacher

- Developed reading stations in reading and science
- Taught reading to a small group of beginning readers
- Designed and maintained progress charts
- Worked closely with three disabled children
- Communicated with parents on a regular basis
- Attended child study team meetings and staffing for learning disabled

RELATED ACTIVITIES *Hospital Tutor*, St. Mary's Hospital, Richmond, VA, Summers 2013, 2014
Volunteer, YMCA Lynchburg, VA 2012-2013
Swim Instructor, YMCA Lynchburg, VA 2012-2013
Member, Big Brothers/ Big Sisters Program, Lynchburg, VA 2013
Member, Camp Counselor, Camp Kum-Ba-Yah, Lynchburg, VA, Summer 2012

Jennifer E. Kucinski

Present Address

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(434) 947-8000
jkucinski@randolphcollege.edu

Permanent Address

46 Matthews Avenue
Conway, MA 01341
(413) 665-5090
jenEkucinski@att.net

EDUCATION

Randolph College, Lynchburg, VA
Bachelor of Arts in English/Creative Writing

May 2017
GPA 3.3

Randolph College at the University of Reading, Reading, England
Junior Year Abroad, 2014 – 2015

WRITING EXPERIENCE

Journalism Intern, *Transatlantic American Magazine*, Washington, D.C.
Summer 2016

- Wrote and edited news and feature articles for an English publication that targets expatriate Americans living in Europe
- Represented magazine at a press conference launching a year-long exhibit on American culture

Communications Intern, Randolph College, Lynchburg, VA, Fall 2015 – Spring 2016

- Created flyers and other publicity pieces using PageMaker and MS Publisher
- Wrote press releases and newsletter articles

Design Editor and Staff Reporter, *The Sundial*, Randolph College, Lynchburg, VA
Spring and Fall, 2013

- Redesigned layout of the newspaper using Quark Express
- Researched topics and wrote articles
- Assisted in copy setting and arranged layout and structure of the paper

Writing Lab Assistant, Randolph College, Lynchburg, VA, Fall 2012 – Spring 2013

- Tutored students on organization, grammar, and strength of their papers
- Critiqued papers and taught improved writing skills

ADDITIONAL EXPERIENCE

Head Waitress, Chestnut Tree Inn, Conway, MA,
Summers, 2012, 2013

- Coordinated work flow between the wait staff, manager, and owner
- Trained 10 new staff members each summer
- Handled cash, credit, and check transactions

HONORS

Member, Phi Beta Delta (international studies honor society) - 2016
Recipient, Writing Board Award for Best Long Paper -2016

Katherine E. McDonald

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(434) 947-8000 ♦ kmcdonald@randolphcollege.edu

- Education:** **Randolph College**, Lynchburg, Virginia **May 2017**
Bachelor of Arts, Political Science
Minor: History
- Randolph College at the University of Reading**, Reading, England
Junior Year Abroad 2015-2016
- Internship:** **Director's Assistant**, United Way of Central Virginia/Christmas in April Program
Lynchburg, Virginia, January 2016 – present
- Assisted Executive Director in promotion of organization and Christmas in April event
 - Prepared promotional materials for the organization
 - Updated and maintained donor database
 - Attended meetings of the Board of Directors
- Work Experience:** **Shift Supervisor**, CVS Pharmacy
Knoxville, Tennessee, April 2011 – September 2013; July 2015 – January 2016
- Trained new employees on cash register and customer service techniques
 - Handled cash and credit transactions in excess of \$200 per day
 - Opened and closed store
- Sales Assistant**, Minuet\Kaliko
Reading, England, November 2013 – June 2014
- Increased sales through personalized customer service
 - Presented features and benefits of various products to customers
 - Handled customer complaints and referred to supervisor as needed
- Childcare Provider**, First Presbyterian Church Nursery
Lynchburg, Virginia, October 2011 – 2012
- Provided group childcare for the Church nursery during services and special events
- Tutor**, Paul Munroe Elementary School
Lynchburg, Virginia, January 2011 – May 2012
- Tutored kindergartners in reading and math through individual and group sessions
- Activities:** **Facilitator**, Emerging Leaders Program, August 2015 – May 2016
Class of 2015 Representative, Social Violations Hearing Board, August 2015 – May 2015
President, Peggy Penn Weitnauer Student Foundation, August 2014 – December 2014
Director of Development, Peggy Penn Weitnauer Student Foundation, August 2013 – May 2013
Senator, Student Government, September 2011 – April 2012
- Skills:** Microsoft Applications including Word, PowerPoint, Publisher, and Access
- Honors:** Randolph College Founders' Scholarship
Middle Tennessee Scholarship
Gravelly-Hampson Global Studies Scholarship Fund

MARISA PARVATI

College Address

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mparvati@randolphcollege.edu

Permanent Address

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Apartment 312
Seattle, WA 98432
(206) 790-1137
marisa123@msn.com

EDUCATION

Randolph College, Lynchburg, VA
Bachelor of Arts in Economics
Minors: Business and Mathematics

May 2017
Major GPA: 3.9

RESEARCH EXPERIENCE

Grant Recipient, Jesse Ball DuPont Summer Research, Randolph College, Lynchburg, VA, May – July 2016
Awarded \$2700 to research “Economic Impact of Habitat for Humanity Homes in Lynchburg, VA”

- Collected, reviewed, and organized prior economic impact studies related to non-profit housing organizations
- Assembled data, conducted field research, and analyzed descriptive statistics
- Constructed preliminary estimates of the economic impact of Habitat for Humanity in Lynchburg

Grant Recipient, Jesse Ball DuPont Summer Research, Randolph College, Lynchburg, VA, May – July 2015
Awarded \$2700 to research “An Exploration on the Relationships of Human Capital Accumulation to Economic Growth”

- Collected, reviewed, and organized theoretical literature for Economics of Development course
- Established a strong quantitative component to the course by creating empirical exercises

WORK EXPERIENCE

Department Assistant Economics Department, Randolph College, September 2013 – May 2014

- Designed a web page for the Randolph College Economics Department
- Collected, reviewed, and organized theoretical literature for Economics of Latin America course

Tutor, Advanced Tutoring Service, Randolph College, Lynchburg, VA, January 2013 – May 2013

- Completed EDUC 220 “Seminar in Individual Education”
- Earned more than 200 hours of tutoring service
- CRLA certified advanced level tutor of Mathematics

LEADERSHIP ACTIVITIES

Director, Student Investment Committee, September 2015 – October 2016

Business Manager, *Hail, Muse! Etc.* (Randolph’s Literary Magazine), September 2013 – May 2014

Business Writer, *The Sundial* (Student Newspaper), September 2012 – May 2012

AWARDS AND HONORS

The Theodore Jack Academic Scholarship, 2011 – 2015

Omicron Delta Epsilon – International Honor Society in Economics, 2013-2015

Omicron Delta Kappa – National Leadership Honor Society, 2014-2015

SKILLS

Microsoft applications including Word, Excel, Access, PowerPoint, Publisher, Internet, FrontPage, Eviews, STATA, and Derive

LANGUAGES

English, Nepali, Hindi, Maithali, and Bhojpuri

Samantha C. Douglas

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scdouglas@hotmail.com

EDUCATION: **Randolph College**, Lynchburg, VA May 2017
Founded as Randolph-Macon Woman's College
Bachelor of Arts in Communication

University of Reading, Reading, England
Junior Year Abroad, 2013 - 2014

INTERNSHIP: **Production Assistant**, WDBJ-7 Lynchburg News Bureau
Lynchburg, VA, August 2014 – present

- Assist the bureau chief and photographer in the news office
- Conduct in-the-field reporting
- Research, interview, and write news stories
- Shoot and edit videotape for daily news broadcasts

WORK EXPERIENCE: **Fundraiser**, Development Office, Randolph College
Lynchburg, VA, November 2014– present

- Call alumni to raise money for the Randolph College Annual Fund
- Maintain strong alumnae network of support through personalized communication
- Update alumnae on activities and news of the College via email and phone conversations

Sales Representative, Millie's Cookies Limited
Reading, England, October 2013 – May 2014

- Handled sales transactions
- Created displays and carried out product preparation

Student Athletic Trainer, Randolph College
Lynchburg, VA, September 2011 – May 2013

- Provided immediate care and rehabilitation for sports injuries during practice and games
- Educated college athletes on proper rehabilitation techniques and pain relief
- Assisted head trainer exercise programs for severe injuries

ACTIVITIES: **Facilitator**, Emerging Leaders Program, August – May 2014
Vice President, Peggy Penn Weitnauer Student Foundation, August – December 2014
Treasurer, Study Abroad Program in Reading, England, September 2012 – July 2013
Senator, Student Government, September 2011 – April 2012

SKILLS: **Computer:** TekXam certification in: General Computing Concepts, Internet Concepts, Word Processing, Spreadsheets, Presentations, Databases, and Web Design
Language: Conversational in Spanish

HONORS: Virginia Foundation of Independent Colleges/ALTRIA Scholarship, August 2011 - May 2015

Shaniqua J. Randa

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- EDUCATION:** **Randolph College**, Lynchburg, VA
Bachelor of Arts, International Studies and Political Science, May 2017
- RELEVANT EXPERIENCE:** **National Model United Nations Researcher**, International Organization for Migration
Washington, DC, October 2015 – March 2016
- Represented Republic of Guinea for an in-depth study of West Africa
 - Researched International Organization for Migration and related NGOs
 - Focused on gender equality on the migration and trafficking of people
- National Model United Nations Researcher**, International Conference on Financing for Development
Washington, DC, October 2013 – March 2014
- Completed in-depth study of Rwanda and Sub-Saharan Africa
 - Researched World Bank and the International Monetary Fund
 - Studied the United National System and its organizations
- ADDITIONAL EXPERIENCE:** **Business and Advertising Manager**, *The Sundial*, Randolph College Newspaper,
Randolph College, Lynchburg, VA, September 2012 – present
- Developed advertising plans through business contacts
 - Devised payment schedules for newspaper advertisements
 - Proposed and maintained budget for the academic year
 - Increased number of advertisements by 100%
- Learning Strategies Tutor**, Academic Services Center, Randolph College
Lynchburg, VA, September 2010 – May 2011
- Taught students study and time management skills
 - Presented various techniques to improve productive hours daily
 - Evaluated students' progress and assisted with personal and academic issues
- Office Assistant**, Career Development Center, Randolph College
Lynchburg, VA, September 2008 – May 2010
- Researched data for maintenance of internship files
 - Scheduled appointments for three professional staff members in the office
 - Posted jobs, internships, and volunteer opportunities on an online database
- COLLEGE ACTIVITIES:** Emerging Leaders Program, Facilitator 2014 – 2016
Model United Nations, Vice President, 2011 – 2012; Treasurer, 2014 – 2015
Circle K Service Organization, Co-Secretary, 2010 – 2011
Investment Club, Treasurer, 2008 – 2009
- HONORS:** International Grant, Randolph College, 2008 – 2012
Founders' Academic Scholarship, Randolph College, 2008 – 2012
Dean's List, Randolph College 2010 – 2011

REFERENCE LIST - AMANDA S. GRAY

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Name
Title
Employer
Address
City, State Zip
Phone (daytime)
e-mail

Name
Title
Employer
Address
City, State Zip
Phone (daytime)
e-mail

Name
Title
Employer
Address
City, State Zip
Phone (daytime)
e-mail

Use powerful action verbs, as suggested below or use a thesaurus.

Accomplishments

achieved expanded pioneered	completed improved reduced (losses)	resolved (problems) restored spearheaded	succeeded surpassed transformed won
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Administration and Management Skills

advised approved authorized chaired consolidated counseled delegated determined developed directed enforced ensured examined	explained guided headed influenced initiated inspired installed instituted integrated launched listened managed mediated	mentored moderated monitored motivated negotiated originated oversaw pioneered prioritized promoted processed recommended redirected	referred reorganized represented responded reviewed sponsored streamlined supervised taught trained validated
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Clerical Skills

administered allocated applied assisted assured attained awarded balanced budgeted built charted completed contributed	coordinated determined dispensed distributed documented drafted evaluated examined executed followed up formalized formulated hired	identified implemented improved installed instituted justified maintained managed operated ordered packaged planned	prepared processed provided recorded repaired reshaped resolved scheduled screened secured solved started
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Creative Skills

acted adapted composed conceptualized created customized	designed developed directed established fashioned founded illustrated	initiated instituted integrated introduced invented originated	modified performed planned revised revitalized shaped solved
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Communication Skills

acted	critiqued	interviewed	recruited
addressed	demonstrated	introduced	scheduled
arranged	designed	invented	screened
assessed	developed	launched	shaped
authored	directed	modernized	stimulated
briefed	edited	performed	summarized
built	enabled	planned	taught
clarified	facilitated	presented	trained
composed	formulated	produced	translated
conducted	influenced	proofread	wrote
constructed	initiated	publicized	reported
corresponded	interpreted	published	revitalized
created		realized	

Financial Skills

administered	balanced	estimated	projected
allocated	budgeted	forecasted	reconciled
analyzed	calculated	managed	reduced
appraised	computed	marketed	researched
audited	developed	planned	

Helping and Care-giving

advanced	consulted	mentored	referred
advised	contributed	negotiated	reformed
advocated	counseled	nourished	rehabilitated
aided	demonstrated	nursed	represented
assisted	diagnosed	nurtured	served
attended	encouraged	optimized	settled
balanced	facilitated	promoted	supplied
boosted	familiarized	provided	supported
clarified	fostered	reassured	stabilized
coached	furthered	reclaimed	translated
collaborated	guided	rectified	treated
comforted	helped	redeemed	tutored
consoled	instilled	reeducated	unified

Research Skills

analyzed	diagnosed	interpreted	reviewed
clarified	evaluated	interviewed	solved
collected	examined	investigated	summarized
compared	gathered	located	surveyed
conducted	extracted	organized	systematized
critiqued	identified	researched	tested

Sales Skills

arbitrated catalogued consulted documented educated established expedited familiarized identified implemented improved increased influenced	inspired installed integrated interpreted investigated launched led maintained manipulated marketed mediated negotiated obtained	ordered performed planned processed produced promoted proposed publicized purchased realized recruited reduced	reported researched resolved restored reviewed saved served stimulated summarized surveyed set goals solved
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Teaching Skills

adapted advised answered briefed built certified chaired charted clarified coached collaborated communicated	conducted coordinated delegated delivered demonstrated designed developed directed distributed educated effected empowered	enabled expanded facilitated formulated generated grouped guided harmonized implemented influenced informed initiated innovated	instituted instructed integrated lectured listened persuaded presented responded revolutionized set goals stimulated summarized trained
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Technical Skills

analyzed charted classified communicated detected	developed devised drafted expedited facilitated	formed generated integrated maintained marketed	mastered programmed published reduced researched
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