

Key Resume Verbs

The following list of verbs will help you in describing your duties, skills, or abilities when writing your resume.

ACCOUNTING SKILLS

administered
allocated
analyzed
appraised
audited
balanced
budgeted
calculated
computed
developed
forecast
managed
marketed
planned
projected
researched

ARTISTIC SKILLS

acted
conceptualized
created
designed
developed
directed
established
fashioned
illustrated
instituted
integrated
introduced
invented
originated
performed
planned
revitalized
shaped

MECHANICAL SKILLS

assembled
built
calculated
computed
designed
devised
engineered

fabricated
maintained
operated
overhauled
programmed
remodeled
repaired
solved
trained
upgraded

OFFICE SKILLS

approved
arranged
cataloged
classified
collected
compiled
dispatched
executed
generated
inspected
monitored
operated
organized
prepared
processed
purchased
recorded
retrieved
screened
specified
tabulated
validated

PEOPLE SKILLS

adapted
advised
assessed
assisted
clarified
coached
communicated
coordinated
delegated
developed
directed
executed
increased

organized
oversaw
planned
prioritized
produced
recommended
reviewed
strengthened
supervised

RESEARCH SKILLS

clarified
collected
critiqued
diagnosed
evaluated
examined
extracted
identified
inspected
interpreted
interviewed
investigated
reviewed
summarized
surveyed
systemized

SUPERVISORY SKILLS

administered
analyzed
assigned
attained
chaired
contracted
consolidated
coordinated
delegated
developed
directed
executed
increased
organized
oversaw
planned
prioritized
produced

recommended
reviewed
strengthened
supervised

VERBAL SKILLS

addressed
arbitrated
arranged
authored
corresponded
developed
directed
drafted
edited
enlisted
formulated
influenced
lectured
moderated
motivated
negotiated
persuaded
publicized
recruited
reconciled
spoke
translated
wrote

MISC. SKILLS

accelerated
accomplished
conceived
conducted
demonstrated
eliminated
equipped
founded
implemented
improved
motivated
organized
recommended
revamped
scheduled

Resume Checklist

If you have followed all of the steps below, your resume should be in top form and ready to help you in the job search.

- OBJECTIVE** - target your objective as closely as possible to the specific job for which you are applying.
- EVERYTHING COUNTS** - select information that relates to and supports your objective.
- FORMAT AND CONTENT** - choose the format which best highlights your strengths and information which relates to the specific job for which you are applying.
- TELEGRAPHIC STYLE** - omit personal pronouns (I, we, etc.). Example: Assisted coach, answered phones, etc. Write in concise style similar to a telegram. Example: Accurately typed 50 wpm, maintained 3.0 GPA, achieved perfect attendance for 3 years.
- ORDER OF INFORMATION** - list most important sections first; prime space is top one-third of page.
- DRAFT** - begin with a pencil and paper, as it often takes several written drafts before you are ready to begin typing your final copy.
- SKILLS AND ABILITIES** - choose action-oriented short statements beginning with a verb. Examples: operated cash register, greeted customers, stocked shelves, graded papers, organized fund-raiser for promotion.
- MECHANICS** - easy to read, one page, correct spelling, grammar, and punctuation. Eliminate unnecessary words and phrases.
- USE MARGINS CORRECTLY** - resume should be balanced, centered from top to bottom, as well as left to right.
- REVIEW** - proofread your resume and then have someone check it over before submitting it to the employer.
- PAPER** - use heavy stock standard size (8 1/2" x11") resume paper of good quality (white, cream, or light gray color). Be sure reproduction is of high quality - photocopies should have no fading, streaking, scratched-out spots, or correction fluid.
- COPIES** - Keep available for updating and future use. This will make revising your resume easier.

If you have followed all of the steps below, your resume should be in top form and ready to help you in the job search.

Resume Advice

The advice listed below will help clarify many common questions and concerns regarding the resume.

QUESTION:

Do I include an employer's telephone number on my resume?

ANSWER:

If you have extra space on your resume, you may want to include the telephone number as part of your work history. Usually, a prospective employer will obtain this information from your application.

QUESTION:

Do I include references on my resume?

ANSWER:

If you are a high school student and have extra space at the bottom of your typed resume, you may include two references with address, telephone number, and title.

QUESTION:

Do I need to include a job objective or can I skip this section? Will it limit me in any way?

ANSWER:

The objective is the most important part of your resume. By clearly stating your objective, it serves to focus on what information you will include in the body of your resume. It is recommended that a resume be tailored for a particular position or career area. Therefore, being specific in the job objective will not limit you, but rather, demonstrate your interest in a specific job.

QUESTION:

Should I keep a copy of my resume?

ANSWER:

Keep a copy for your files and Personal Career Portfolio so that every six months you can update your information. Also, the resume often serves as an agenda for an interview and will assist you in preparing for it.

QUESTION:

Should I include personal information such as health status, height/weight, religious affiliations, etc.?

ANSWER:

A general rule of thumb is not to include personal information. However, if at any time you apply for a position where this information would benefit you, you may want to include it, e.g., model, professional athlete, actor, jockey.

QUESTION:

I have a lot of work experience and important information that I need to include on my resume. Is it all right that my resume be more than one page?

ANSWER:

One page is ideal. However, if you feel that you will be omitting crucial information related to the job, then extend it to two pages. Also, when selecting information for your resume, only include information that is relevant to the position for which you are applying.

QUESTION:

What “special” things about myself should I include on my resume?

ANSWER:

If you are in high school, you will want to include skills you have learned through extracurricular activities such as sports, school clubs, and team memberships; unpaid jobs, such as home landscaping and repairs; child care and tutoring; languages; music and art lessons; cooking; etc. When assessing your information, think about those skills you may have obtained outside of conventional methods (work or volunteer experience). Outside interests and skills are valuable to an employer when you are presenting yourself on paper or in an interview.