



Guide to Resumes

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Part of the Career Development Handout Series:

Explore the Possibilities

Gain Experience

Prepare Yourself

Pursue the Next Step

General

Prepare Yourself:

- **Guide to Resumes**
- Guide to Business Letters
- Guide to Interviewing
- Guide to Dining Etiquette
- Guide to Curriculum Vitae

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What is a Resume?

For many people who are just starting their job search, and have never constructed a resume before, it can be a scary task. During the span of our education, we very rarely take any formal “Resume Writing” classes. Most people aren’t familiar with the true purpose of a resume, what should and should not be put on a resume, and how a person can go about creating a resume. Before you begin your resume construction, remember that a resume is:

- ◆ A marketing tool for you to use to market yourself towards a specific field or employer.
- ◆ An outline of past work history and education to convey qualifications to an employer, including all relevant experiences—not just your work experience.
- ◆ NOT a complete record of your work history, but a sample, tailored to pique the employer’s interest.
- ◆ A representation of who you are and how you fit a particular job or position.
- ◆ Intended to get you an interview, NOT to get you the job.

One of the most important things to remember before you begin writing is that there is no consensus on the proper way to write a resume. Every person has a different opinion on everything from what it should look like to what should be included. In this handout, you will find tips and suggestions about how to begin compiling information, what to include, and ideas about revisions. Above all else, you should be happy and comfortable with your resume, so make sure you are proud of what you send out to employers. Your resume should reflect you.

DIFFERENT TYPES OF RESUMES

Chronological

The chronological resume is the most traditional type of resume that people use. The Work Experience section is set up so that the most recently held position is listed first. The jobs then are listed in reverse chronological order, ending with the least recent job held. The advantages of using this format are that it is easily recognizable by most employers, and it allows you to directly show what you did in each position.

Functional

The functional resume highlights the skills and abilities that you have gained from not only your work experience, but also any extracurricular activities and volunteer involvement. This format does not focus on dates or positions, but on accomplishments and skills you have acquired. If you have gained skills that would be easily transferred to the position for which you are applying, the functional resume might be the way to go. (See the *Career Center Guide to Transferable Skills*.)

Other

A *combination* resume uses parts of chronological and functional styles, where you use a brief competencies or summary section and leave some description with each individual job. *Electronic* resumes are discussed on page 13.

Piecing Together Your Resume

PLANNING AHEAD

Envision what the employer wants

- Are they looking for people with a lot of experience in one area or those who have general experience in many areas?
- Are they looking for people who are willing to work their way up the ladder?
- Do they want someone who is willing to travel?
- Will they expect their new employees to go through training?

Assess your own interests, skills, abilities, experience, and personal characteristics

- What are you good at?
- What tasks do you enjoy doing?
- What are the areas you have experience and skill in?
- What are the areas that you would like to learn about?
- How does all of this information pertain to the job you are applying for?

Put together an accomplishment history

Before writing your resume, take some time to come up with a list of all the accomplishments you have accrued from your various work experiences, classes, activities, and organizations. Some examples could be designing a brochure, supervising 20 people on a shift, working in a team environment, or taking charge of starting a new organization. Don't be modest. This list is meant to boost your ego before tackling the difficult task of a job search.

Information taken from National Business Employers Weekly: Resumes

Tailor your resume

Find out information about the company and the position for which you are applying. Figure out what experience or skills you have that your employer would most want to know about. Don't simply list every ability you have. Try to focus your efforts on presenting information that you know the company would like to be made aware of. This may involve researching the company and finding out what they stand for and what they expect out of their employees.

Highlight your related experience

Whether this comes from your educational background or from your work experience, be sure to show your prospective employer that you are knowledgeable in the field you are pursuing. When asked, 80 percent of Fortune 500 participants responded that they look at "related experience" first on a resume. If, on the other hand, you feel you are lacking in experience related directly to the job, don't worry! Every position you have held has some type of Transferable Skill that you have gained, that you can use in other work settings. For more information, see the *Career Center Guide to Transferable Skills*.

Information taken from Get the Interview Every Time.

Decide on either a chronological or functional resume

After compiling all the information you want to include on your resume, now you must decide whether you want to use a chronological or functional style. Given what you know about the two formats, figure out which best demonstrates what you, as an employee, has to offer.

Construct a rough draft of your resume: Chronological

The following are the topic areas and format often used in resumes. These are typical headings, but not the only ones you can include. Use them as guidelines in developing a first draft.

Personal Data-

Always include:

- ◆ your name (should be the biggest thing on the page)
- ◆ local *and* permanent address
- ◆ local *and* permanent phone number(s)
- ◆ your e-mail address (if you check it regularly).

*** Do not include photographs, hobbies, personal interests, or other personal information unless preferred by your field or extremely relevant. Photographs can be used in certain fields, (such as modeling or acting), but are usually inappropriate. ***

Objective (optional)-

Under your contact information, make a concise, positive statement about your work goals. Indicate:

- ◆ job title,
- ◆ place (geographic preference if there is one), and
- ◆ type of job (part time, full time, summer, internship).

*** If you are aiming at a diverse group of jobs, consider leaving the objective off the resume and explain your interests in the cover letter instead. ***

Education-

Include:

- ◆ the name of school, city, and state
- ◆ your degree and major, date of graduation (month & year) or expected date of graduation
- ◆ minor and/or area of concentration
- ◆ GPA, cumulative and/or that of major, if it is a 3.0 or above.
- ◆ relevant coursework that you feel will add to your qualifications and are not implied by your major or minor
- ◆ other colleges you have attended (optional)
- ◆ accomplishments (i.e., financed 80% of education through..., consistently worked 20-25 hours per week while full-time student, graduated in four years, etc.).

*** Do not include high school information if you have substantial post-secondary education or training. ***

Work History-

- ◆ Include job title, place of employment, city and state, and dates of employment (list most recent jobs first and work backwards in time).
- ◆ Describe each job in a way that clearly highlights relevant skills. This can be done through several short concise statements that begin with a past tense action verb and are set apart from the rest of the text by bullets. You should also use high impact adverbs and qualifying adjectives (*see list of verbs and adverbs on page 16*).
- ◆ Quantify when possible (i.e., supervised a staff of 10, increased sales by 15%, handled up to \$15,000 daily, etc.) .
- ◆ Describe your experience as it relates to the position or field of interest.
- ◆ Use alternative headings, if necessary, to separate experience that is most directly related to your objective. Examples include: Computer Experience, Sales Experience, Financial Experience, Writing Experience, or Retail Experience.

Related Professional Information-

Any of the following can become a separate category if your background warrants:

- ◆ licenses and certificates currently held
- ◆ honors, scholarships, awards, and fellowships earned
- ◆ professional organization memberships and offices held
- ◆ affiliations with civic and community groups/volunteer work
- ◆ extracurricular activities/leadership
- ◆ internship/externship experiences

References-

References can be listed in a variety of ways. Currently, the preferred method is listing your references' names, addresses, and phone numbers on a separate sheet of paper. Be sure to put your name and contact information at the top in case your reference sheet gets separated from the resume. On your resume you may indicate that *references are available upon request*, but this is not necessary (it takes up space and references are expected; you are stating the obvious). Make sure each of your references has agreed in advance to write reference letters or answer phone calls concerning your candidacy. Professional references from work or school tend to carry more weight than personal character references.

Construct a rough draft of your resume: Functional

The format of a functional resume differs from a chronological resume by listing Competencies or Career-Related Skills just before work history or education. A description of this is given below. The Work Experience will be formatted differently by not writing descriptions under the individual positions. All other areas of your resume will be listed as described above. See the example resume on page 11 to see one way of organizing your experiences.

Competencies or Career-Related Skills-

Inclusion of this section on your resume can be very beneficial, especially if you do not have a lot of work experience. Under this heading, you would have one to five subheadings that would describe skills that you acquired through any activities and/or jobs you have been involved with. Examples:

- ◆ financial skills
- ◆ communication skills
- ◆ creative skills
- ◆ computer skills
- ◆ writing skills
- ◆ leadership skills
- ◆ foreign language skills

Tips for College Students and Recent Grads

Many times, it is hard for people who are still in school or who are about to graduate to know what to put on their resume and how to incorporate it with the other information. Below, you will find suggestions on how to integrate what you have done in college into your resume and how to best express what you have gained.

Volunteer Experiences, Activities and Clubs-

These experiences can show dedication, initiative, and service to others, all of which prospective employers will look highly on. They also show the ability to balance the commitment to the organization and attending classes. If you held an executive position of any kind, this will show a wide array of skills and abilities that will be of use when applying for a job. Likewise, your contribution to a fraternity or sorority will also be helpful. Someone who has worked on the Homecoming Committee or the Blood Drive is familiar with problem-solving, creativity, leadership, and perseverance. Highlight as much of these capabilities as possible.

Part-time jobs-

Students who can hold down one or multiple part-time jobs while attending school are always going to impress an employer. Whether or not the job is related to the field you are pursuing, this will demonstrate time management, personal drive, and the ability to multi-task. If the job is related to the field to which you are applying, highlight the knowledge and skills you may already have. This will let the employer know that you will not be starting from square one. If the job is not related directly, use the transferable skills you learned and show how they apply to the position you want (for information on Transferable Skills, see *The Career Center Guide to Transferable Skills*).

Honors and Awards-

Make sure to list your achievements while in school. These can be both academic and extracurricular. If you made the Dean's List for several semesters, be sure you point that out. Likewise, if you are given a high honor in an organization or club.

Information taken from National Business Employers Weekly: Resumes.

PURSUE FEEDBACK

Test market your resume

Give your resume to ten people you trust to give you honest feedback. You should try to get the opinions of people in the industry, professionals/faculty/advisors in the field who know you, people who understand the resume format, the MU Career Center, professionals in your division's career services office (if applicable), and people who do well with grammar and editing. Be sure to use all accessible resources. Visiting websites is one great way to learn more about how a company works. Also, talk to people you know who are in the field you anticipate entering.

Utilize the MU Career Center

Resume reviews are essential in the resume writing process. You can bring a typed draft of your resume and a Career Specialist at the MU Career Center will talk with you one-on-one about what you have done well and what can be improved. This does not require an appointment and usually takes only 20 to 30 minutes. The Career Center has many other programs and resources that may assist you in your job search as well.

REVISION

Revise your resume

Consider what you have learned through research and your test market. Pay close attention to the words you choose. Look at the verb suggestions and the "Things to Keep in Mind" pages in this packet. Follow the same basic rules as described in the "make a rough draft of your resume" section. Continue to have people review your resume after each revision you make.

Put your resume on high quality paper

Make sure that your resume and reference sheet are both on the same color paper and font. If you have a cover letter, use the same type of paper for it, too. Don't use an exotic paper stock or color. In most cases, the best paper to use is 20 lb. in white, off white, light tan, or light gray. Be aware when choosing paper types that marbled paper does not fax or scan well, in case an employer would be faxing or scanning your information to a co-worker, etc.

Proofread your resume a final time before sending it out

Make sure there are no grammatical errors or misspelled words. Also, check to see that you are consistent in using fonts, spacing, and overall style throughout your resume, reference sheet, and cover letter. Do not staple anything together. If you want to attach anything, use a paperclip. It is ideal to put your resume in a large envelope to prevent folding.

THINGS TO KEEP IN MIND ...WHEN WRITING YOUR RESUME

The name is not big enough

Your name should be large and bold at the top of your resume. It should stand out clearly.

Doesn't include correct personal information

If you are an undergraduate, you should include a permanent *and* a current address and phone number. If you have an e-mail address, be sure to put it on your resume as well. Also, only include job-related information, not height, weight, marital status, sex, age, race, number of dependents, religion, health, national origin, hobbies, etc.

Uses abbreviations

Any words in the address, the name of states, and type of degree you have should never be abbreviated. Spell out everything on your resume.

Be brief and concise

Most employers only look at resumes for *30-40 seconds*. Resumes are similar to advertisements and brochures. Their purpose is to highlight experience and entice the potential "buyer" to get better acquainted with the product. Hit the most important or relevant points (i.e. pertains directly to the position for which you are applying); don't tell your life story.

Be consistent!!!

Put all information in a logical order and keep your style consistent throughout the resume. Make sure information is easy to read and understand. Keep the way in which you list work experience, activities, honors, and related skills the same. This will make it easier for the person reading the resume. It will also show them that you took time on your resume and were very detail oriented when constructing it.

Don't use a template

Try to avoid using a computer based template when creating your resume. There are several reasons for this. First of all, it limits your creative ability. With a template, you aren't able to organize your resume exactly how you want. Secondly, most people who will be looking at your resume will look at hundreds of resumes a day!!! They will be able to spot a template very easily because they have seen so many of the same style resumes come across their desk. Stand out by not using a template.

Prioritize everything on your resume

Always, always, always, put the most important and relevant information first on your resume. If you think that your related work experience is more impressive than the degree you are pursuing, then list your work experience first. If you want to show off your major and what classes you have taken, list those before work experience or activities. To be really effective, you might even list your bullets within your descriptions in order of importance or relevance.

Don't let any negative feelings come out in your writing

Even though you might have left a previous job on bad terms, do not let that come across on your resume. If this is the case, simply describe what your duties were and what skills you gained and try to avoid the reason(s) why you left.

Watch your tenses!!!

One of the biggest debates regarding resumes is which tense should be used when describing experiences. Some people suggest using past tense for all descriptions including positions that are still held. Other people recommend using present tense if you are still in the job and using past tense for all previous jobs. Either way can be used, but be sure you pick one and stick with it.

Too long or too short

One page is preferred for a new college graduate. If your experience warrants it, two pages are acceptable, but only if you utilize the full two pages.

Uses personal pronouns

Don't include words such as "I", "me", or "mine" in your resume. Begin your points with action verbs, such as "modified" or "generated."

Faulty writing style

Spellcheck your resume!! Don't be too wordy. Also, don't overuse the same adjectives, adverbs, or verbs.

Too flashy

Don't use overly fancy typesetting or binding, exotic paper stock and colors, or photographs if it is inappropriate for the field. It is desirable to use resume paper, but don't go overboard. Make sure your resume and cover letter paper match.

Misdirected

Too many resumes arrive on employers' desks unsolicited with little or no connection to the organization. Targeted cover letters, directed to an identified person in the organization, are much more successful.

Some information taken from National Business Employment Weekly: Resumes.

BRAINSTORMING TIPS

Here is one way of brainstorming to help you come up with a list of all of your work experience, skills, abilities, and accomplishments.

- 1) List all the jobs you have held.
- 2) For each job, list all the job activities in layman's terms.
- 3) For each activity, determine the important skills and experience it gave you.
- 4) Rewrite that activity, highlighting what you came up with.
- 5) Do the same for the rest of the activities and jobs.

Truman T. Tiger

Current Address

50 Faurot Field
Columbia, Missouri 65211
(573) 882-CATS
tiger@showme.missouri.edu

Permanent Address

Six Column Drive
Tigerland, Missouri 65000
(573) 828-1997

EDUCATION

Bachelor of Science in Accounting
University of Missouri-Columbia
Minor: History
Anticipated Graduation Date: May 2005
GPA: 3.2/4.0

WORK EXPERIENCE

Sales Associate, Breaktime Service Station, Columbia, Missouri;
September 2001 - Present.

- ◆ Served customers in a timely and courteous manner.
- ◆ Ordered and displayed various merchandise.
- ◆ Performed closing procedures nightly.
- ◆ Received Employee of the Month Award based on performance.

Internal Auditor, Davis Internal Auditing, Kansas City, Missouri;
June 2001 - August 2001.

- ◆ Participated in audit teams to review internal controls within various departments.
- ◆ Assisted in the completion of labor accounting and asset management audits.
- ◆ Reviewed audit findings with various levels of management.

Camp Counselor, Camp Arcadia, Lee's Summit, Missouri;
June 2000 - August 2000.

- ◆ Supervised a co-ed group of 9 children ages 8 -10.
- ◆ Created weekly curriculums and projects related to given themes for children.
- ◆ Communicated with parents about children's progress in the camp setting.

VOLUNTEER EXPERIENCE

Volunteer, Humane Society, January 2002 - Present.

Publicity Co-Chair, Habitat for Humanity, September 2001 - December 2002.

Student Representative, Ronald McDonald House, June 2001 - July 2002.

HONORS & ACTIVITIES

Dean's List - 7 out of 8 semesters
President, Chi Alpha Theta, 2001-2002
Joe Phillips Scholarship
Missouri Bright Flight Scholar

Student Athletic Board
Society of Professional Accountants
Missouri Student Association
Amnesty for Animals

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Current Address: 50 Faurot Field ♦ Columbia, Missouri 65211
Permanent Address: Six Column Drive ♦ Tigerland, Missouri 65000
Contact Information: (573) 882-CATS, tiger@showme.missouri.edu

COMPETENCIES

- ♦ **Financial Skills**
 - ♦ Assisted in the completion of labor accounting and asset management audits.
 - ♦ Worked with a team of peers reviewing internal controls within several departments.

- ♦ **Communication Skills**
 - ♦ Greeted and served customers in a timely and courteous manner.
 - ♦ Reviewed audit findings with all levels of corporate management.
 - ♦ Acquired verbal communication abilities through one-on-one interactions with parents and their children.

- ♦ **Creative Skills**
 - ♦ Designed advertisements with the use of desktop publishing programs.
 - ♦ Developed organizational and design skills displaying various merchandise.
 - ♦ Created weekly curriculums and projects related to given themes for children.

EDUCATION

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University of Missouri-Columbia
Minor: History
Anticipated Graduation Date: May 2005

WORK EXPERIENCE

Sales Associate, *Breaktime Service Station*
Columbia, Missouri, September 2001 - Present.

Internal Auditor, *Davis Internal Auditing*
Kansas City, Missouri, September 2001 - August 2001.

Camp Counselor, *Camp Arcadia*
Lee's Summit, Missouri, June 2000- August 2000.

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Permanent Address

Six Column Drive
Tigerland, Missouri 65000
(573) 828-1997

REFERENCES

Dan Williams

Manager
Breaktime Service Station
203 South Providence Road
Columbia, Missouri 65201
(573) 886-7851

Jeff Dare

Audit Manager
Davis Internal Auditing
110 Salisbury Drive
Kansas City, Missouri 66821
(816) 442-0256

Vera Thomas

Director
Camp Arcadia
499 West Avenue
Lee's Summit, Missouri 66345
(816) 414-7328

James Mason

Regional Advisor
Chi Alpha Theta Fraternity
568 Calloway Lane
Hundred Acre Woods, Nebraska 68970
(645) 284-6904

Additional Information

ELECTRONIC RESUMES

Ways to Transmit an Electronic Resume

Copy and Paste in an E-mail-

This format is good because it is simple and most employers can access it. The downside is that you don't have as much control over format and style (you don't really know how it will show up on their screen). Employers usually have a preference for the text format used in e-mail. A standard "text" format is simply text void of any special styles like bold, italic, or underlining. A "rich text" format allows you to design your text with special styles. Finally, a text in "HTML" format is written as a web document. To select a format for your e-mail, use the formatting option on your e-mail program (Outlook, Eudora, etc.). Plain text is sometimes the best way to transmit a resume, but you lose formatting.

Attachment-

You can e-mail your resume as a Word, Publisher, or HTML document as an attachment. This is good because there is no extra work involved and it looks like you want it to as far as format and styling go. However, there can be compatibility problems if, for example, you send your resume as a Microsoft Word document and the employer does not have Microsoft Word. Also, the employer may not open the attachment for fear of viruses or because of company policy. If you are able to, sending your resume as an HTML or PDF attachment will be the most compatible options.

Online forms-

The MU Career Center has a free online resume database (through Placement Services: <http://recruiting.missouri.edu>) that employers can access to search for recruits. This system lets employers keep your resume on file and it is very quick. It can be impersonal, though, and your formatting and styling options are limited. There are several other pre-existing on-line resume forms; they can be found in many internet job search engines or internet resume help guides. This source gives many employers access to your resume and allows you an easy way to refer an employer to your resume. Unfortunately, it provides access for just about anyone to look at your contact information. You must also be very careful about keeping all of your online resumes up to date. Finally, you may not be able to send it to a specific employer, and many employers do not use this source yet (see the *Career Center Guide to Job Hunting* for more information).

Scannable-

Some companies will scan your resume into a database and will let their computers make an initial cut. Because of this, you must make sure to include keywords and nouns for your profession. Avoid using underline, italics, large graphics, and fancy fonts as they will not scan well.

Fax-

People still do fax resumes because it is quick and simple. Keep in mind the tips for scannable resumes and keep it simple since many faxed resumes are then scanned. Be aware that faxing can be expensive, and it may not turn out like you expect. Faxing it to yourself first might be a good way to see how it turns out.

Tips**Think Nouns...not Verbs-**

By emphasizing nouns (i.e. key words), your resume will be more likely to be selected when employers search from a resume database. If there are catch phrases or words that are popular in your field that describe experiences and skills you have, work them in.

Less is More-

Use a straightforward font—nothing fancy that could turn into squiggles when uploaded. For the same reason, avoid underlining, bold, italics, and graphics.

Use A Lot of White Space-

Gaps between text allow the computer to recognize where a topic ends and another begins.

Use Common Language-

To maximize “hits,” use language everyone knows and don’t use abbreviations.

Keep it Short-

New graduates—1 page maximum; senior executives up to 3.

Where else should I go to post my resume online?

Check the *Career Center Guide to Career Related Internet Sites* for a list of links.

FOLLOW-UP

When sending out resumes, be sure to keep an account of who you have sent resumes to and when. Typically, in a cover letter, you will let the employer know your intentions to follow-up within a certain time period (for more information on cover letters, see the *Career Center Guide to Cover Letter Writing*). But what do you say in a follow-up, whether it be by phone, mail, or e-mail?

Here are some different ways you can try out:

On the phone

Give the employer a call, and remind them who you are, and when you sent in your resume. Let them know that you are calling just to follow-up and to see if they had any additional questions that wanted to ask you. This is also a good time to casually ask them if they have had a chance to review your resume and to see if they have been considering a next step yet. Thank the employer for their time and reiterate that they can contact you either by phone or e-mail with any questions.

Via e-mail

If you feel more comfortable contacting the employer through e-mail, or if you feel this is the best way to get in contact with them, the format of your follow-up will be slightly different. In the subject, you can write something as simple as "Follow-up," or you can be more specific. Address the person with a formal Mr./Mrs./Ms. and proceed to remind them of who you are and when you submitted your materials. Let them know that you are just checking to see if they have had a chance to look over your resume. Also, remind them of the position for which you are applying. Reiterate your contact information and thank them for their time.

By letter

A sample of an appropriate follow-up letter is shown on the right. The format will be very business formal at the top. The rest of the letter will follow the format of the e-mail. At the end of the letter, a closing such as "Sincerely" is appropriate, and then you will sign your name.

April 5, 2007

123 Any Way
Whichevertown, Missouri

Mrs. Jane Doe
Title
Company
Address

Dear Mrs. Doe

I am sending this letter to follow-up with the resume I sent you two weeks ago. I hope that you have had a chance to review it. Again, I am interested in the Sales Management position with your St. Louis store. I believe that the skills I demonstrate on my resume would make me a valuable addition to your company.

If you have any questions, please feel free to contact me at 555-1234. Thank you for your time and consideration.

Sincerely,

Your Signature

Your Name

ACTION VERBS AND ADVERBS

Management/ Leadership Skills

administered
assigned
attained
chaired
consolidated
contracted
coordinated
delegated
developed
directed
eliminated
enhanced
enforced
established
evaluated
executed
generated
headed
hired
improved
incorporated
increased
inspected
instituted
managed
motivated
organized
oversaw
planned
presided
prioritized
produced
recommended
reorganized
reviewed
scheduled
strengthened
supervised

Communication Skills

addressed
advertised
arranged
collaborated
communicated
composed
condensed

contacted
convinced
corresponded
defined
directed
drafted
edited
elicited
explained
expressed
formulated
influenced
interpreted
interviewed
judged
lectured
marketed
mediated
moderated
negotiated
observed
participated
persuaded
presented
promoted
publicized
reconciled
recruited
referred
reported
resolved
responded
spoke
suggested
synthesized
translated
wrote

Research Skills

analyzed
clarified
collected
compared
conducted
determined
evaluated
examined
extracted
formulated
gathered

identified
interpreted
interviewed
invented
investigated
located
measured
organized
researched
reviewed
solved
summarized
surveyed
systematized
tested

Technical Skills

applied
assembled
built
calculated
conserved
constructed
designed
determined
developed
installed
maintained
operated
programmed
resolved
specialized
upgraded

Teaching Skills

adapted
advised
arranged
clarified
communicated
conducted
coordinated
critiqued
developed
enabled
evaluated
explained
facilitated
guided
individualized

instructed
motivated
set goals
stimulated
taught
trained
transmitted
tutored

Creative Skills

acted
composed
conceptualized
created
designed
directed
displayed
drew
entertained
fashioned
formulated
founded
illustrated
introduced
invented
modeled
originated
performed
photographed
planned
revised
shaped

Helping Skills

advocated
aided
answered
assisted
cared for
clarified
counseled
diagnosed
educated
encouraged
facilitated
familiarized
furthered
helped
influenced
insured

mentored
provided
referred
rehabilitated
resolved
simplified
supplied
supported
volunteered

Organizational Skills

approved
arranged
catalogued
categorized
charted
classified
coded
collected
compiled
corresponded
distributed
filed
generated
implemented
inspected
maintained
monitored
operated
organized
prepared
processed
provided
recorded
reviewed
scheduled
sorted
submitted
standardized
systemized
updated
validated
verified

Financial Skills

analyzed
appraised
audited
balanced
budgeted

calculated
computed
developed
estimated
forecasted
managed
marketed
planned
projected
reconciled
reduced
researched

More Verbs...

achieved
completed
contributed
effected
electrified
expanded
improved
navigated
negotiated
pioneered
perfected
promoted
quoted
reduced
resolved
sparked
spearheaded
spoke
succeeded
supervised
surpassed
transferred
unified

Adverbs

accurately
attentively
creatively
efficiently
intelligently
inventively
quickly
responsibly
successfully
uniquely
effectively