



RÉSUMÉ WRITING GUIDE

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A **resume** is a summary of qualifications for a specific type of work as well as a marketing tool to land an interview. The resume should reflect your qualifications and what you have to offer an employer. It should be honest, positive, concise, and easy to read.

Because employers may have limited time to look over a large number of resumes, it is important that you present your information quickly, clearly, and in a way that makes your experience relevant to the position in question. You must condense your information down to its most powerful form and eliminate all errors.

AN EFFECTIVE RESUME WILL:

- Focus on the employer's needs
- Communicate abilities for the kind of work you want
- Stress contributions and accomplishments
- Quantify results
- Indicate your career direction and interests
- Create a favorable first impression about you
- Be appealing to the eye, concise, easy to read, and professional looking
- Communicate that you are responsible and focused
- Be completely error free

RESUME PRE-WORK:

Effectiveness in generating job interviews and offers will depend on your ability to communicate your skills and competencies to employers. Identifying skills can be a challenge and it is a good idea to take an inventory of your experiences, skills, and abilities before writing your resume. Some steps to identifying the skills used in a job are:

- Take an inventory of ALL of your duties – make a laundry list of all of your accomplishments. Use the “Resume Pre- work Guide” on page 4 to help you.
- Carefully review job listings for skills that employers seek in a desired field.
- Quantify, when possible (for example, “Supervised a staff of 20” or “Increased sales by 15%”)
- Review the action verb list (pp. 5-10) to check if any of the verbs apply to the work you did in a certain position.

GENERAL GUIDELINES FOR A RESUME:

- The resume is not an exhaustive list of every internship and job you have ever had. It is not necessary to list every experience.
- The BEST resumes include experiences that emphasize skills required for a specific field, industry or position. For example, if the position requires strong interpersonal skills, which of your duties/experiences can be highlighted to demonstrate such skills? It is imperative that you research industries/careers so that you know what skills are most important to emphasize on your resume.
- There is no single perfect resume format or style.
- Have more than one version of your resume if you are looking at different career areas or positions.
- Most resumes are one page. One page resumes are most common for those with limited work experience and many employers prefer one page. However, if you are an experienced job seeker with more than seven years of relevant work experience, you may need more than one page. The resume should be as long as necessary to present your qualifications concisely. Be sure to speak to OCS if you have questions about length or format.

RESUME CONTENTS:

Below are suggestions for categories of information to include on your resume. You do not need to include ALL of these sections, but the categories designated with an asterisk (*) are standard.

- Contact Information*
 - Your full name (if resume is more than one page, be sure to put your name on the top of all pages).
 - Your permanent address.
 - Telephone number(s) where you would like to be reached or where messages can be left.
 - A professional-sounding email address.
- Objective Statement
 - The objective statement specifies the type of work desired and what you have to offer. It suggests purpose and direction in the job search.
 - The objective statement should be work-centered, not self-centered, and should not contain trite terms that emphasize what you want (for example, “a challenging position” , or “opportunity for advancement”).
 - A basic objective may be stated as an occupational designation (for example, “Financial Consultant”) or it may specify the skills you would like to use in a certain setting.

Examples of STRONG objective statements:

- A position in computer software development involving graphic applications and network operating systems.
- A public relations position that will maximize opportunities to develop and implement programs, to organize people and events, and to communicate positive ideas and images.
- Senior level financial management position with growing company offering challenging opportunity to contribute to overall direction and strategy of the business.
- To utilize my analytical, communications and language skills in an investment banking firm.

Examples of WEAK objective statements:

- Management trainee position which will utilize my MBA and provide opportunity for advancement.
- A challenging position in a reputable company.

- **Summary:** Include this in lieu of or in addition to your objective statement. A summary differs from an objective statement in that it is more job-seeker focused rather than employer focused:
 - Summary statements are generally used by those with some experience in the field and consists of a brief paragraph or list of specific skills, accomplishments, strengths and qualifications that directly relate to your field of interest.
 - The summary statement should include keywords that an employer might be looking for.
 - Example: Four years of broad-based management experience, including operations, analysis, budgeting, and process improvement; demonstrated track record of managing multiple projects and providing quality, on-time deliverables. Experienced in managing staff; excellent communication and interpersonal skills.
- **Education*:** Place highest or most recent degree first.
 - Name of institution, location of institution
 - Degree name and date of graduation (can list expected date of graduation)
 - Majors, minors and/or concentrations
 - GPA (0.0/4.0 or 0.00/4.00). This is recommended if you have a competitive GPA, for example, a 3.40 or above.
 - Relevant course experience: make sure courses you list are relevant to the position and not just a laundry list of courses taken.
 - Honors, awards, grants, scholarships, etc...
- **Experience*:** List the following for each position:
 - Name of organization, location of organization (for example: Bank One, Chicago, IL)
 - Job title
 - Range of dates employed (month and year)
 - Your contributions, achievements, demonstrated skills and abilities, and type of work you performed.
 - List accomplishments such as raises, promotions or expansion of duties
 - Eliminate first person pronouns such as "I" or "My" and do not use full sentences
 - Use short, clearly written phrases starting with action verbs (see the attached list of action verbs)
 - Avoid introductory phrases such as, "My duties included"
 - Use some jargon of the chosen field when appropriate (for example, C++ or Bloomberg)
 - Keep in mind that experience does not have to be limited to paid work. You may include internships, co-ops, volunteer work.
- **Special Skills**
 - Language skills
 - Computer skills
 - Research skills
 - Any other special competencies
- **Community or Civic Involvement**
 - Offices held, organizations, dates, significant contributions, projects, demonstrated skills and abilities
- **Professional Affiliations and/or Status**
 - Membership in professional organizations, offices held, certifications, licenses
- **Military Experience**
 - Rank, services, assignments, dates, demonstrated skills/abilities, reserve status, etc...
- **Interests/Activities**
 - List interests and activities ONLY if they support the objective or are career related.

RESUME FORMAT (SEE ATTACHED EXAMPLES):

There are various ways to format a resume. The CHRONOLOGICAL format is most familiar to employers and many employers prefer it. This style of resume lists jobs and education in reverse chronological order, beginning with the most recent. Other styles include functional and combination which highlight qualifications and skills and de-emphasize employment dates. For information on other styles of resumes, see the additional resources listed below.

Formatting Guidelines:

- Always place the most important information first.
- Lengthy, detailed descriptions are a liability. Keep descriptions succinct and organized.
- Keep margins the same and at least $\frac{3}{4}$ " .
- Use underlining, bold and italics strategically to break up the page, but use sparingly.
- Keep all formatting consistent (for example, font size and type, tense of verbs, layout, punctuation, etc...).
- Use professional, easy-to-read fonts such as Arial, Times, or New Roman
- Do not use abbreviations or acronyms
- Resume MUST be COMPLETELY ERROR FREE – have it proofread by at least one person.
- Hard copies of resume should be on high-quality resume paper in white, ivory or pale gray.

WHAT NOT TO INCLUDE ON A RESUME:

- Reasons for leaving previous employers
- Social security number
- Salary history
- Religion
- Physical characteristics
- Birth date
- Health problems
- Race, ethnicity national origin
- Geographical preferences
- High school education

ELECTRONIC/SCANNABLE RESUMES:

If you plan to send your resume to an employer via email, you need to consider how your formatting will be affected. If an employer does not specify in what format they would like the resume, consider sending it as a PDF document or as a text file. A text file will lack the formatting of your original document (no underlines, bold, bullets, etc.), but employers expect this of a text file resume.

A scannable resume is a resume that is formatted in order to work effectively with scanning technology used by employers. If an employer states that resumes will be scanned, you should adjust your format and content for effective scanning:

- Use white paper, all-caps or bold lettering to emphasize text and create subject headings.
- Use a standard font such as Times New Roman
- Do not use special formatting such as bullets, italics, bold, underline, columns, etc.
- Do not fold, crease, staple or exceed two pages.

Some employers scan resumes for “keywords” in order to pre-select the best resumes from their databases. To increase your chance of being targeted in a keyword search, use action verbs that clearly describe what you did and be specific about your position titles and skills. Become familiar with the jargon used within your career field in order to have a more effective scannable resume.

View: <http://www.rileyguide.com/eresume.html> for additional information on electronic resumes or view the attached example (Resume E).

EXPERIENCED JOB SEEKERS:

If you are a job seeker with more than seven years of experience in your field of interest, then you may consider using an alternative format for your resume. See attached examples of resumes that highlight relevant experience and skills. (Resume C and Resume D)

RESUME PRE-WORK GUIDE

Use this template to help you organize the information that will eventually go onto your resume. Using this guide will make constructing a resume much easier and will help you think about the skills developed in each previous position. Write out this information for each experience you intend to include on your resume:

Your Title: _____

Start month/year: _____ End month/year: _____

Employer/Organization: _____ Location: _____

Description of the Business: _____

Job Description – What was required of you? What did you do on a daily basis?

Key Accomplishments – Use the questions below to help you brainstorm about your duties and accomplishments:

- Did I develop something?
- Did I see a problem, opportunity, or challenge for which I took the initiative to create a solution?
- Did I create or design a new department, program, procedure, plan, service, or product?
- Did I identify a need for a new department, program, procedure, plan, service or product?
- Did I prepare an original report, paper or document?
- Directly or indirectly, did I create or implement an administrative or procedural recommendation?
- Did I participate actively in a major decision related to organizational changes (hiring, terminating, salary, new projects)?
- Did I implement or participate in a sales, profit-generating, or cost-saving recommendation?

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

Examples of things to quantify when talking about your accomplishments:

For example, “Achieved 15% increase in sales through implementation of a new business strategy”

- Sales
- savings
- profits
- efficiency
- costs
- customer satisfaction
- market share
- sales quota
- rankings
- numbers of people
- managed number of clients
- served potential for savings

RESUME WORD LIST

Action Verbs By
Industry And Skill:

Analytical/Research:

Analyzed
Clarified
Collected
Compared
Conducted
Critiques
Detected
Determined
Diagnosed
Evaluated
Examined
Experimented
Explored
Extracted
Formulated
Gathered
Identified
Inspected
Interpreted
Interviewed
Invented
Investigated
Located
Measured
Observed
Organized
Proved
Researched
Reviewed
Screened
Searched
Specified
Solved
Summarized
Surveyed
Systemized
Tested
Validated

Creative:

Began
Combined
Composed
Conceptualized
Condensed
Created
Customized
Designed
Developed
Devised
Drew
Entertained
Established
Fashioned
Formulated
Founded
Illustrated
Initiated
Integrated
Introduced
Invented
Modeled

Modified
Originated
Performed
Photographed
Revised
Revitalized
Shaped

Financial:
Administered
Adjusted
Allocated
Analyzed
Appraised
Assessed
Audited
Balanced
Budgeted
Calculated
Computed
Conserved
Controlled
Corrected
Cut
Decreased
Determined
Developed
Estimated
Forecast\
Managed
Marketed
Measured
Planned
Prepared
Programmed
Projected
Purchased
Reconciled
Reduced
Researched
Retrieved
Tabulated
Trimmed

**Interpersonal/
Teamwork:**

Adapted
Advised
Advocated
Aided
Answered
Arranged
Assessed
Assisted
Cared For
Clarified
Coached
Collaborated
Contributed
Cooperated
Counseled
Demonstrated
Diagnosed
Enabled
Encouraged
Ensured
Expedited

Facilitated
Focused
Furthered
Guided
Helped
Initiated
Insured
Interacted
Intervened
Involved
Listened
Mediated
Moderated
Motivated
Negotiated
Prevented
Provided
Referred
Rehabilitated
Represented
Resolved
Simplified
Supplied
Supported
Volunteered

**Leadership/
Management:**

Accomplished
Acted
Advanced
Administered
Analyzed
Appointed
Approved
Assigned
Attained
Authorized
Chaired
Completed
Considered
Consolidated
Contracted
Controlled
Converted
Coordinated
Decided
Decreased
Delegated
Developed
Directed
Dispatched
Diversified
Eliminated
Emphasized
Enforced
Enhanced
Enlisted
Ensured
Established
Executed
Founded
Generate
Handled
Headed
Hired

Hosted
Improved
Incorporated
Increased
Initiated
Inspected
Instigated
Instituted
Integrated
Introduced
Led
Lowered
Managed
Merged
Modified
Motivated
Organized
Overhauled
Oversaw
Pioneered
Planned
Presided
Prioritized
Produced
Recommended
Recruited
Reorganized
Replaced
Represented
Restored
Reviewed
Revitalized
Saved
Scheduled
Secured
Selected
Shaped
Solidified
Spearheaded
Stimulated
Streamlined
Strengthened
Supervised
Terminated
Trimmed
Verified

**Oral/Written
Communication:**

Addressed
Advertised
Arbitrated
Arranged
Articulated
Authored
Clarified
Collaborated
Communicated
Composed
Condensed
Conferred
Consulted
Contacted
Conveyed
Convinced
Corresponded

Debated
Defined
Demonstrated
Described
Developed
Directed
Discussed
Drafted
Edited
Enlisted
Explained
Expressed
Familiarized
Formulated
Furnished
Illustrated
Incorporated
Informed
Influenced
Interpreted
Interviewed
Joined
Judged
Lectured
Listened
Marketed
Mediated
Moderated
Outlined
Participated
Persuaded
Presented
Promoted
Proposed
Publicized
Published
Reconciled
Recruited
Referred
Reinforced
Reported
Resolved
Responded
Solicited
Specified
Spoke
Suggested
Summarized
Synthesized
Translated
Wrote

Sales/Marketing:

Achieved
Attained
Completed
Conceived
Delivered
Earned
Exceeded
Expanded
Generated
Increased
Improved
Launched
Led

Marketed	Fabricated	Advanced	Assigned	Attracted
Promoted	Fortified	Encouraged	Allocated	Charmed
Resolved	Inspected	Fostered	Allotted	Enchanted
Restored	Installed	Promoted	Allowed	Fascinated
Saved	Maintained		Gave	
Shaped	Monitored	Advised		Cataloged
Succeeded	Operated	Conferred	Attained	Enrolled
Surpassed	Overhauled	Consulted	Accomplished	Inscribed
Transformed	Prevented		Achieved	Listed
Won	Printed		Gained	
	Programmed	Advocated	Reached	
	Rectified	Encouraged	Won	Charted
Teaching/Training:	Regulated	Favored		Arranged
Adapted	Remodeled		Audited	Designed
Advised	Repaired	Aided	Analyzed	Devised
Appraised	Replaced	Assisted	Examined	Planned
Clarified	Restored	Helped	Inspected	
Coached	Retrieved		Reviewed	Checked
Communicated	Solved	Allocated	Scanned	Assured
Conducted	Specialized	Allowed		Corrected
Coordinated	Standardized	Apportioned	Augmented	
Critiqued	Studied	Assigned	Compounded	Clarified
Demonstrated	Upgraded		Enlarged	Cleared up
Developed	Utilized	Analyzed	Expanded	Explained
Educated		Broke down	Extended	Illustrated
Enabled		Dissected	Heightened	Settled
Encouraged			Increased	
Evaluated	<u>Action Verbs</u>			
Explained	<u>Thesaurus:</u>	Answered		Collected
Facilitated	Accelerate	Rejoined	Authorized	Assembled
Focused	Hasten	Replied	Approved	Gathered
Guided	Quicken	Responded	Facilitated	
Individualized	Shake up	Returned	Enabled	Combined
Indoctrinated			Endorsed	Associated
Influenced		Applied	Promoted	
Informed	Accomplish	Pertained		Connected
Instilled	Complete	Pressed	Awarded	Joined
Instructed	Finish	Related	Allotted	Linked
Motivated		Urged	Assigned	United
Persuaded	Achieved		Endowed	
Rehabilitated	Executed	Appraised		Communicated
Schooled	Overcame	Assessed	Balanced	Conveyed
Set goals	Reached	Estimated	Adjusted	Discovered
Simulated	Realized	Evaluated	Compensated	Transmitted
Stimulated		Rated	Corresponded	
Taught	Acted	Surveyed	Outweighed	Compared
Tested	Operated	Valued	Redeemed	Assimilated
Trained	Performed			Equated
Transmitted		Approved	Began	Matched
Tutored	Activated	Accepted	Commenced	
	Energized	Favored	Inaugurated	Conceived
	Stimulated		Initiated	Envisioned
	Vitalized	Arbitrated	Launched	Visualized
Technical:		Judged		
Adapted	Adapted	Umpired	Boosted	Completed
Applied	Accommodated		Heightened	Concluded
Assembled	Adjusted	Arranged	Hiked	Ended
Automated		Disposed	Increased	Finished
Built	Addressed	Ordered	Raised	
Calculated	Concentrated	Organized		Composed
Computed	Focused	Systematized	Built	Comprised
Conserved			Constructed	Created
Constructed	Adjusted	Assembled	Manufactured	Formed
Controlled	Acclimatize	Called		Made-up
Converted	Familiarized	Convened	Calculated	
Debugged		Summoned	Computed	Condensed
Designed	Administered		Estimated	Compressed
Determined	Administrate	Assessed	Figured	Contracted
Developed	Executed	Appraised		Shrunk
Diagnosed	Governed	Evaluated	Captivated	
Drafted	Supervised		Allured	
Engineered				

Conferred	Created	Devised	Employed	Elaborated
Awarded	Composed	Concocted	Engaged	Increased
Consulted	Formulated	Created	Exercised	Experienced
Gave	Generated	Invented	Utilized	Proficient
Granted	Made	Planned		Skilled
	Originated		Encouraged	Versed
Consolidated	Produced	Diagnosed	Fostered	
Compacted		Determined	Inspired	Explained
Unified	Critiqued	Distinguished	Nourished	Clarified
	Commented	Identified		Explored
Constructed	Criticized	Directed	Enforced	Expounded
Assembled	Reviewed	Conducted	Effected	Inquired
Built		Controlled	Engineered	Interpreted
Fabricated	Cultivated	Guided	Maneuvered	Investigated
Formed	Developed	Managed	Wangled	Probed
Made	Educated			
Produced	Fostered	Discovered	Enhanced	
	Instructed	Revealed	Deepened	Expressed
Consulted	Managed	Unmasked	Heightened	Formulated
Advised	Nourished		Intensified	Signified
Carried through	Nurtured		Magnified	Stated
Conferred	Produced	Displayed		
Continued		Exhibited	Enlarged	Extended
Endured	Decided	Revealed	Amplified	Expanded
Persisted	Concluded	Showed	Developed	Offered
	Determined		Elaborated	Presented
	Figured	Distributed	Expanded	
Contributed	Resolved	Circulated		Fashioned
Aided	Settled	Disbursed	Enlisted	Fabricated
Assisted		Dispensed	Enrolled	Formed
Helped	Defined	Divided	Joined	Produced
	Described			
Controlled	Prescribed	Documented	Ensured	Focused
Composed		Recorded	Assured	Concentrated
Contained	Delegated		Diverted	
Regulated	Administered	Drafted	Entertained	Formed
Restrained	Appointed	Formulated	Insured	Composed
	Assigned	Outlined	Recreated	Constructed
Converted	Delivered	Prepared	Secured	Developed
Impelled	Designated	Sketched		Fabricated
Moved	Gave		Established	Fashioned
Persuaded	Selected	Earn	Constituted	Produced
Swayed		Acquired	Created	
	Demonstrated	Deserved	Enacted	Formulated
Conveyed	Displayed	Won	Instituted	Devised
Channeled	Exhibited			Drafted
Communicated	Illustrated	Educated	Estimated	Expressed
Conducted	Showed	Disciplined	Appraised	Prepared
Transmitted		Instructed	Approximated	
	Designed	Informed	Assessed	Fostered
Convinced	Arranged	Tutored	Calculated	Cultivated
Assured	Constructed	Taught	Computed	Encouraged
Persuaded	Created		Evaluated	Promoted
Prompted	Planned	Effected	Rated	
Satisfied		Caused		Found
	Detected	Enforced	Evaluated	Based
Coordinated	Encountered	Implemented	Appraised	Completed
Accommodated	Found		Assessed	Established
Arranged		Eliminated	Classified	Executed
	Determined	Accented	Estimated	Fulfilled
Corresponded	Decided	Accentuated		Implemented
Agreed	Destined	Dismissed	Executed	Performed
Approached	Performed		Achieved	
Conformed		Emphasized	Administrated	Furnished
	Developed	Excluded	Implemented	Equipped
Counseled	Amplified	Highlighted	Performed	Provided
Advised	Elaborated	Marked		Supplied
Directed	Enlarged	Stressed	Expanded	
Recommended	Expanded		Developed	
Suggested				

Gained Accomplished Achieved Acquired Attained Earned Improved Secured	Exemplified Explained Implemented Completed Enforced Executed Fulfilled Performed	Introduced Initiated Instituted Invented Contrived Devised Formulated	Magnified Maximized Operated Measured Determined Gauged Scaled	Got Secured Opened Began Cleared Exposed Freed Initiated Released Revealed Started Uncovered
Gathered Assembled Collected Deducted Derived	Improved Enlightened Incorporated Combined Embodied Integrated	Involved Affected Concerned Implicated Issued Emanated Originated Published	Mediated Interceded Intermediate Intervened Merged Blended Compounded Intermingled Mingled Mixed	Orchestrated Arranged Blended Harmonized Integrated Unified
Generated Created Originated Produced	Increased Expanded Heightened Raised	Joined Associated Combined Connected Related United	Mobilized Activated Circulated Moved Propelled	Ordered Adjusted Arranged Classified Disposed Organized Regulated
Governed Administered Directed Executed	Influenced Affected Impressed Inspired	Judged Concluded Deduced Derived Inferred	Modified Altered Changed Refashioned Turned	Originated Acted Behaved Commenced Conducted Created Functioned Generated Handled Initiated Managed Maneuvered Operated Performed
Granted Acknowledge Allowed Awarded	Initiated Commenced Introduced Launched	Launched Began Commenced Embarked Initiated Introduced Originated	Monitored Controlled Oversaw Watched	Outlined Bordered Defined Drafted Sketched
Guaranteed Certified Warranted	Inspected Examined Studied Surveyed	Lead (led) Conducted Directed Guided Introduced	Motivated Excited Galvanized Moved Provoked Roused Stimulated	Overhauled Fixed Mended Overtook Patched Rebuilt Reconstructed
Guided Conducted Directed Piloted	Inspired Impressed Influenced Installed Inducted Initiated	Lectured Addressed Listened Attended Heeded	Negotiated Adjusted Agreed Arranged Bargained Contracted Settled	
Handled Exercised Governed Managed Operated Utilized	Instituted Created Established Introduced Launched Originated	Located Placed Positioned Sited Situated	Navigated Directed Map out	
Headed Addressed Directed Originated	Instructed Created Directed Trained	Maintained Presented Provided Supported Sustained	Observed Distinguished Noted Noticed Perceived Saw Viewed	Oversaw Chaperoned Overlook Supervised Surveyed
Heightened Enhanced Expanded Increased Intensified	Interpreted Described Explained Expounded	Managed Conducted Directed Governed	Obtained Acquired Gained	Participated Entered into Joined in Partook Shared
Hired Chartered Employed Engaged	Integrated Blended Coordinated Incorporated Unified			
Identified Distinguished Recognized				
Illustrated Clarified Demonstrated				

Performed Accomplished Achieved Behaved Completed Enacted Executed Fulfilled Functioned Implemented Operated	Operated Administered Handled Oversaw Ran Supervised Prevented Anticipated Averted Deferred	Proclaimed Purchased Bought Took Qualified Authorized Characterized Entitled Raised Assembled Collected Elevated Instigated Lifted Produced Provoked Upheld	Marked Registered Reduced Decreased Diminished Lessened Lowered Referred Applied Ascribed Assigned Attributed Resorted Submitted Refined Perfected Polished Smoothed Regulated Adjusted Tuned up Reinforced Energized Fortified Strengthened	Interpreted Pictured Portrayed Researched Inquired Investigated Probed Responded Answered Replied Returned Responsible Accountable Answerable Liable Restored Recalled Reclaimed Recovered Reestablished Refurbished Reinstated Reintroduced Rejuvenated Renewed Revived
Persuaded Convinced Prevailed	Printed Imprinted Stamped Wrote	Ran Acted Directed Extended Handled Made Worked		Responsible Accountable Answerable Liable
Pinpointed Determined Diagnosed Distinguished Identified Placed Recognized Spotted	Processed Proceeded Produced Built Constructed Created Cultivated Fabricated Formed Generated Grew Manufactured Originated	Rated Judged		Restored Recalled Reclaimed Recovered Reestablished Refurbished Reinstated Reintroduced Rejuvenated Renewed Revived
Pioneered Created Originated	Programmed Scheduled Set up	Reached Accomplished Achieved Approached Attained Contacted Extended Gained Realized		Reviewed Reconsidered Reevaluated Reexamined
Placed Established Fixed Laid Put Settled	Projected Arranged Conceived Designed Devised Envisioned Featured	Realized Accomplished Attained Conceived Envisioned Featured Imagined Thought Visualized	Related Applied Associated Combined Described Joined Linked Narrated Pertained Recounted Reported Restated United	Revamped Mended Rebuilt Reconstructed Redrafted Repaired Revised Reviewed Reconsidered Reevaluated Reexamined
Planned Arranged Designed Devised Drafted Organized Outlined	Proposed Contemplate Designed Intended Preferred	Reorganized Rearranged Reconstituted Reconstructed Reordered Reoriented		Revised Redrafted Redrew Restyled Reworked Rewrote
Played Diverted Enacted Engaged Handled	Proved Demonstrated Determined Established Examined Showed Tested	Recommend Acclaimed Advised Commended Counseled	Replaced Changed Reinstated Restored Returned Shifted	Revitalized Reactivated Rekindled Renewed Resurrected Retrieved Revived
Prepared Drafted Fixed Formulated Framed Made	Provided Delivered Dispensed Gave Supplied Transferred	Reconciled Accommodated Attuned Conformed Coordinated Harmonized Integrated Tuned	Reported Described Recited Related Stated	Saved Maintained Preserved Sustained
Presented Addressed Directed Gave Offered	Published Advertised Announced Declared	Recorded Indicated	Represented Depicted Described Imaged	

Scheduled	Specified	Synthesized	Transmitted	Operated
Booked	Mentioned	Arranged	Dispatched	Performed
Carded	Named	Harmonized	Forwarded	Ran
Listed		Integrated	Routed	
Recorded	Started	Unified	Sent	Wrote
Timed	Began			Indicted
	Created		Uncovered	Inscribed
	Established	Systematized	Disclosed	Scribed
Screened	Initiated	Arranged	Discovered	
Fended	Organized	Ordered	Revealed	Positive-Quality
Protected		Organized	Unveiled	Word List
Secured	Streamlined	Targeted	Undertook	Ability
Shielded	Simplified	Aimed	Attempted	Academic
			Engaged	Accurate
Searched	Strengthen			Administrative
Examined	Encouraged	Taught		Building
Inspected	Energized	Disciplined	Unified	Capability
Rummaged	Reinforced	Educated	Concentrated	Capable
Scanned		Instructed	Integrated	Capacity
Scoured	Studied	Trained	United	Competence
	Contemplated			Competent
Secured	Examined	Terminated	Updated	Completely
Acquired	Inspected	Adjourned	Modernized	Consistent
Assured	Surveyed	Closed	Refreshed	Detailed
Insured		Completed	Refurbished	Effective
Obtained	Suggested	Dismissed	Rejuvenated	Effectiveness
Protected	Implied	Finished	Renewed	Efficient
Shielded	Indicated	Left		Enlarging
	Insinuated	Resigned		Enthusiastic
			Upgraded	Evident
Selected			Advanced	Executive
Chose	Summarized	Tested	Elevated	Expanding
Elected	Summed	Checked	Preferred	Experienced
Opted (for)	Synopsized	Demonstrated	Promoted	Extensive
Preferred		Examined		Flexible
	Supervised	Proved		Increasing
Shaped	Oversaw	Tried	Used	Judicious
Assembled	Superintended		Applied	Knowledgeable
Built			Employed	Management
Constructed	Supplied	Totaled	Exercised	Mature
Fabricated	Delivered	Added	Handled	Maturity
Formed	Dispensed	Aggregated	Served	Original
Framed	Provided	Subtracted	Utilized	Particularly
Made	Transferred			Pertinent
Molded		Tracked		Positive
	Supported	Covered	Utilized	Potential
	Advocated	Traced	Applied	Preference
Simplified	Encouraged	Trailed	Employed	Productive
Streamlined	Endured		Handled	Professional
	Provided	Traded	Used	Proficient
Simulated	Sustained	Changed	Validated	Proven
Acted	Upheld	Exchanged	Confirmed	Qualified
Assumed		Substituted	Justified	Resourceful
Resembled			Verified	Responsible
	Surpassed	Trained		Significant
Sold	Exceeded	Enticed	Verified	Significantly
Marketed	Excelled	Instructed	Confirmed	Sound
Merchandised	Trumped	Reeducated	Justified	Special
Retailed			Validated	Stable
Vended	Surveyed	Transformed		Substantially
	Assessed	Changed	Widened	Successful
	Evaluated	Converted	Broadened	Team Player
Solved	Examined	Transferred		Technical
Fixed	Inspected	Translated		Thorough
Resolved	Overlooked	Transposed	Won	Versatile
Worked out	Oversaw		Accomplished	Vigorous
			Achieved	Well-Rounded
			Attained	
Specialized	Sustained	Translated		
Enumerated	Abided	Converted		
Itemized	Endured	Rendered	Worked	
Particularized	Preserved	Transposed	Acted	
Specified	Upheld		Handled	

Sample Resume A

This resume format is appropriate for an entry or mid-level job seeker or a recent graduate.

JANE R. SMITH

5050 S. Lake Shore Drive, Apt. 303
Chicago, IL 60615
(312) 555-1234
jsmith@stuart.iit.edu

SUMMARY

Finance professional with three years of equity trading, software development, and project management experience and MBA specializing in Financial Markets. Fluent in English and Spanish. Able to build highly motivated project teams and keep up to date with changes in the industry.

EDUCATION

STUART SCHOOL OF BUSINESS

Illinois Institute of Technology

Master of Business Administration – Financial Markets

Chicago, IL

June 2005

- Coursework included Futures and Futures Markets, Quantitative Methods in Financial Markets, Options and Options Theory
- Member, Financial Markets Club
- GPA: 3.4/4.0

UNIVERSITY OF CHICAGO

Bachelor of Arts – Economics

Chicago, IL

June 1999

- University of Chicago Scholarship for academic distinction
- Coursework included Macroeconomics, Business Ethics, and Finance
- GPA: 3.8/4.0

EXPERIENCE

SMART BROTHERS

Technology Project Manager – Investment Banking

New York, NY

June 2000 – July 2002

- Managed project teams to develop profit and loss systems for Proprietary trading group
- Promoted to project leadership role in two years
- Led team of six analysts in firm-wide project to reengineer loan syndicate trading flows
- Reduced overnight processing time from six hours to 20 minutes
- Devoted 20-25 hours per month to instructing junior members of the team in interest accrual
- Selected to work on high-profile project to reengineer corporate bond trading P&L system
- Appointed lead developer of interest accrual team.
- Initiated and designed project to create customized, improved interest accrual applications

FINANCIAL TECHNOLOGY GROUP

Analyst

New York, NY

June 1999 – May 2000

- Developed cutting-edge analytic software for use by Wall Street traders
- Collaborated daily with clients to create and implement customized strategic software solution for equity traders
- Helped create and deliver extensive training program for clients
- Initiated, created and documented new firm-wide standard for software module development

OTHER

- Winner of Mastermaster.com stock trading competition in November 2000
- Proficient in MS Office, C++, SQL
- Fluent in English and Spanish

Sample Resume B

This resume format is appropriate for an entry or mid-level job seeker or a recent graduate.

JOHN B. SMITH

987 Adams Street Chicago, IL 60661 312.555.1234
jbsmith@stuart.iit.edu

- OBJECTIVE** A position in corporate finance using proven problem-solving, analytical, and interpersonal skills.
- EDUCATION**
- STUART SCHOOL OF BUSINESS**, Chicago, IL
Illinois Institute of Technology
MBA, expected May 2006
Financial Management Concentration GPA: 3.8/4.0
Course highlights: Investment and Portfolio Management, Cases in Financial Engineering and Policy, Financial Risk Management
- OHIO STATE UNIVERSITY**, Columbus, OH
BS in Business Administration, May 1995
GPA: 3.5/4.0
- EXPERIENCE**
- ADVANTAGE COMPANY**, Williamsville, NY
Analyst, September 2003 – November 2005
- Helped to reduce company's \$1million account receivable to \$400,000 in 18 months without reduction in sales volume.
 - Negotiated a rate decrease with check guarantee vendor resulting in \$5,000 savings.
 - Acted as relationship manager between the company and sales representatives.
 - Created database reports to provide essential information for operational analysis.
 - Evaluated credit for new accounts to reduce bad debt.
- PRAXAIR, INCORPORATED**, New York, NY
Corporate Audit Intern, May 2003 – September 2003
- Conducted year-end compliance audits of production facilities throughout the United States.
 - Created an audit profile for the company's Medigas division.
 - Developed a solution to high telephone expenses
 - Recognized areas for improvement and worked with local management to implement new designs.
- M&T BANK**, Buffalo, NY
Finance Intern, May 2002 – May 2003
- Analyzed float operations of newly acquired bank for Assistant Vice President of Technology and Banking Operations.
 - Recommended ways to minimize cost of combined float operations.
- SKILLS** Computer: Proficient in MS Office, FrontPage, Access, HTML, Lotus Notes, PageMaker, Visual C++, JavaScript
Language: Fluent in English, Chinese
- ACTIVITIES/
AFFILIATIONS** Vice President, Graduate Management Association
Webmaster, National MBA Consortium
Practice Interviewer, Stuart School of Business Career Management Center
Member, Winning Team in the IBM Career Advantage Competition

Sample Resume C

This resume format is appropriate for an entry or mid-level job seeker or a recent graduate.

JAMES FREEMAN

8976 Peachtree Circle • Aurora, IL 60504
james.freeman@stuart.iit.edu • 847.909.3971

EDUCATION	ILLINOIS INSTITUTE OF TECHNOLOGY	Chicago, IL
	Stuart School of Business	
	Master of Business Administration	
August 2004	<ul style="list-style-type: none">• Emphasis in Marketing and Finance• Member of Toastmasters• Recipient of merit-based business school student scholarship	
	UNIVERSITY OF ILLINOIS	Chicago, IL
	College of Business Administration	
June 1996	Bachelor of Arts in Economics	
	<ul style="list-style-type: none">• Chair, University Hunger Action Project• Robert C. Byrd Honors Scholar• National merit finalist	
EXPERIENCE	ZORBA FOODS, LLC.	Camden, NJ
Summer 2003	Associate Marketing Manager Intern	
	<ul style="list-style-type: none">• Forecasted quarterly sales based on market research and consumer data• Developed marketing strategy to increase usage among college students• Created market test to determine success factors prior to national launch	
1998-2002	COGNIZANT MARKETING	Austin, TX
	Independent Marketing Consultant	
	<ul style="list-style-type: none">• Identified two attractive \$1 billion market segments and created a market entry plan• Led cross-functional team from sales, development and marketing to determine product strategy• Created positioning strategy and marketing plans based on market feedback	
1997-1998	iPLANET/EMPHASIS	Austin, TX
	Assistant Director of Marketing	
	<ul style="list-style-type: none">• Built iPlanet brand from inception to \$30 million acquisition by Emphasis• Created unique transaction model resulting in successful trial and \$5 million in funding• Conducted direct marketing campaigns with 7% response rates• Achieved highest levels of aided and unaided awareness among eight largest competitors• Analyzed competitive market to identify attractive segments and create optimal entry strategies	
1996-1997	CENTER FOR PRODUCTIVITY AND QUALITY	Houston, TX
	Senior Marketing Analyst	
	<ul style="list-style-type: none">• Drove product introduction by conducting market research to understand emerging demand trends• Increased profitability per study by 9% while reducing cycle time 19% by initiating changes to study methodology.• Led cross-functional team to identify cost saving opportunities throughout the company	
Summer 1995	CAPRICORN CONSULTING	Cambridge, MA
	Analyst	
	<ul style="list-style-type: none">• Created segmentation strategy for division of chemical company, increasing sales by \$3 million• Built model to determine demographic factors driving store profitability for retail chain in UK• Analyzed quantitative data to recommend optimal pricing structure	
ADDITIONAL	<ul style="list-style-type: none">• Volunteer since 1990, Red Cross, Habitat for Humanity• Member, American Marketing Association• Proficient in Microsoft Office, Access, and Adobe Photoshop	

Sample Resume D

This resume format is appropriate for an experienced job seeker with 7+ years of professional experience.

JOHN SMITH

583 Chicago Circle
Chicago, IL 60202

312-555-1234
jsmith@stuart.iit.edu

EXECUTIVE PROFILE

Results-oriented leader with experience in marketing and general management. Team focused problem solver with excellent quantitative and analytical skills. Demonstrated ability to lead through a process of growth, acquisition and change. Values, customer and service driven.

- Strategic planning and value creation
- Supply Chain Management
- General Management, Finance, Operations
- B-to-B and B-to-C Marketing
- E-business, E-procurement
- Highly competent with MS Office, Lotus 123, Map Info, Microsoft FrontPage
- Customer Relationship Marketing

PROFESSIONAL EXPERIENCE

ABC Incorporated, Chicago IL 1995-2005
Technology products division of a \$900 million manufacturer and distributor

Vice President and General Manager (1999-2005)

Exercised full P&L responsibility and leadership autonomy to implement sound business practices to support a growth strategy. Directed full range of operating activities from product acquisition and supply chain to marketing and front-end service. Accountable for 30 associates, \$20 million budget, and all business planning.

- Developed and implemented strategic plan for rollout of successful \$40million catalog, direct mail and direct sales business from integrated entity to stand-alone unit following acquisition.
- Negotiated acquisition of two companies and integration into existing operations.
- Reduced operating expenses and working capital more than 20% while maintaining sales growth.
- Coordinated expansion of business into new territory.
- Recruited, trained, and supervised full- and part-time employees.
- Reduced shipment times by redesigning warehouse.
- Improved call center operations through enhanced training and customer service practices.
- Led initiative for e-commerce and e-procurement development.

Director of Marketing (1997-1999)

Achieved profitable sales growth in a highly competitive, consolidating industry with a decentralizing customer base. Complete responsibility for all marketing and merchandising activities, profitability, product line direction, vendor negotiations, pricing, new market development and sales force interaction.

- Led sales and profit growth to more than double the industry average.
- Conceived and sourced new products totaling 10% of overall company sales in two years.
- Increased average line and average order sales value by over 30% in three years.
- Reduced key product costs by greater than 20% through strategic supplier program.
- Led product sourcing, vendor negotiation, design, production and distribution of two 15,000-item catalogs, under budget.
- Developed new business segments, each surpassing sales plan in first six months.

Marketing Manager (1995-1997)

- Achieved 200% sales growth through new vendor sourcing and line extension for specialty products.
- Increase company's market share by more than five points in a highly competitive industry.
- Designed company's first marketing information and customer research database.
- Created and executed compressive research study addressing brand awareness and customer buying habits.

DEF, Incorporated, Buffalo Grove IL 1990-1995

Multi-site manufacturer and distributor of medical and scientific equipment and supplies.

Product/Marketing Manager (1993-1995)

Forecasting Supervisor (1992-1993)

Buyer/Inventory Analyst (1990-1992)

EDUCATION

Masters of Business Administration, Stuart School of Business, Illinois Institute of Technology, Chicago, IL
Concentration in Marketing, June, 1990

Bachelor of Business Administration, University of Michigan, Ann Arbor, MI
Major in Marketing Communication, June 1987

PROFESSIONAL AND COMMUNITY AFFILIATIONS

Member, American Marketing Association
Member, National Association of Wholesalers
Director, March of Dimes Local Chapter
Director, University of Michigan Alumni Club, Local Chapter

Sample Resume E

This resume format is appropriate for an experienced job seeker with several years of relevant work experience.

Jane Smith

654 Smith Street

Chicago, IL 60202

312-444-4444

j-smith@stuart.iit.edu

OBJECTIVE

To utilize my education, experience and strong communication skills in a marketing firm.

EDUCATION

Stuart School of Business, Illinois Institute of Technology, Chicago, IL

MS in Marketing Communications, June 2005

GPA: 4.0/4.0

Course Highlights: Communication Strategies in the Digital Environment, Business Strategy in the Network

Economy: Best Practices, Marketing Strategy in the Digital Environment, Customer Relationship

Management Special Project: Developed marketing strategy for a new online product taking into consideration budget and available technologies. Presented results to board of directors.

University of Illinois, Chicago, IL

BA in Psychology, May 2000

GPA: 3.8/4.0

ADVERTISING AND MARKETING EXPERIENCE

Leo Burnett USA, Chicago, IL

Marketing Intern, January 2005 – present

- Developed programming options to meet clients' marketing goals
- Critiqued production proposals
- Developed programming options for Allstate, True Value, and Kellogg's

Sunset Foods, Highland Park, IL

Assistant to Director of Marketing, August 2000 – July 2003

- Assisted in the positioning of Sunset Foods as a quality brand
- Developed and produced customer newsletter
- Wrote ad copy and designed ads for local periodicals
- Created database of contributions made by Sunset Foods to community organizations
- Assisted in media buying and planning for new store openings

American Marketing Association, Chicago, IL

Intern, January 2000 – June 2000

- Worked with team of interns to perform market research on college campuses
- Organized and planned meetings for local chapters of AMA

ADDITIONAL EXPERIENCE

University of Illinois Alumni Association, Champaign, IL

Fundraiser, June 1999 – May 2000

- Strengthened customer relations, marketing, persuasion and interpersonal skills
- Assisted in securing funds for a new science facility through calling and writing to alumni

SKILLS

Computer: Proficient on Macintosh and PC: Dreamweaver, MS FrontPage, MS Office, Photoshop, Quark

Language: Fluent in English and Chinese

JANE SMITH

Box C-23123
Chicago, IL 60640
Phone: 312-555-1234
E-mail: janesmith@stuart.iit.edu

OBJECTIVE

Health management position utilizing my education, experience and communication skills.

QUALIFICATIONS SUMMARY

Several years experience and education in health management, leading to the development of communications, client relations, order processing, interpersonal, accounting, marketing, health policy, leadership, and management skills.

EDUCATION

MBA, Stuart School of Business, Illinois Institute of Technology, Chicago IL, May 2000
Concentration in Healthcare Management

BS. University of Michigan, Ann Arbor, MI, May 1998
Major in Health Sciences

EXPERIENCE

Stacey G. Houndly Breast Center Foundation, Chicago, IL
Assistant to the Director, February 1996- October 1997

- Developed brochure introducing programs offered by the Foundation
- Screened applications for clerical positions in the Foundation
- Created interview process for hiring new professionals
- Dealt with donors and organized fundraising events.

General Electric, Chicago, IL
Human Resources Intern, Summers 1994-1996

- Revised COBRA benefits package system.
- Developed brochure introducing programs offered by personnel office.
- Provided healthcare benefits counseling to staff members and new hires.

SKILLS

Computer skills: MS Office, Access, People Soft, HTML, C++
Language skills: Fluent in English, Spanish and Polish