

YOUR NAME

(123) 456-7890 (Be sure your voicemail is set up and the greeting is professional)

NO_REPLY@EXAMPLE.COM

123 YOUR STREET

YOUR CITY, ST 12345

GOAL

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SKILLS

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EXPERIENCE

Company Name, Location – *Job Title*

MONTH 20XX – PRESENT

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- Aenean ac interdum nisi. Sed in consequat mi.
- Sed in consequat mi, sed pulvinar lacinia felis eu finibus.

Company Name, Location – *Job Title*

MONTH 20XX – MONTH 20XX

- Lorem ipsum dolor sit amet, consectetur adipiscing elit.
- Aenean ac interdum nisi. Sed in consequat mi.

EDUCATION

School Name, Location – *Degree*

MONTH 20XX – MONTH 20XX, LOCATION

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AWARDS

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Aenean ac interdum nisi.

Action Verbs: Read the list of action verbs below, checking those skills you have demonstrated through internships, part-time or summer jobs, coursework, leadership experience, or community service. Try to incorporate some of these action verbs in the descriptions of your experiences on your resume. This is by no means an exhaustive list.

Management Skills

administered
analyzed
assigned
chaired
consolidated
contracted
coordinated
developed
directed
evaluated
executed
improved
increased
organized
oversaw
planned
prioritized
produced
recommended
reviewed
scheduled
strengthened
Supervised.

Communication Skills

arranged
authored
collaborated
convinced
developed
directed
drafted/edited
formulated
interpreted
mediated
moderated
negotiated
persuaded
promoted
publicized
reconciled
recruited
translated
wrote

Research Skills

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

Technical Skills

assembled
built/calculated
computed
designed
devised
engineered
fabricated
maintained
operated
overhauled
programmed
remodeled
repaired
solved
upgraded

Teaching Skills

adapted
advised
clarified
coached
communicated
coordinated
demystified
developed
enabled
encouraged
evaluated
explained
facilitated
reviewed
informed
instructed
persuaded
set goals
stimulated
trained

Financial Skills

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

Creative Skills

acted
created
customized
designed
developed
directed
established
founded
illustrated
initiated
instituted
integrated
introduced
invented
originated
performed
planned
revitalized
shaped

Helping Skills

assessed
assisted
clarified
coached
counseled
demonstrated
diagnosed
educated
expedited
facilitated
familiarized
guided
motivated
referred
rehabilitated
represented

Clerical or Detail Skills

approved
arranged
catalogued
classified
collected
compiled
dispatched
executed
generated
implemented
inspected
monitored
operated
organized
prepared
processes
purchased
recorded