

Name

Street Address | City, ST ZIP Code | phone | email

- Most recent or relevant Education/Work is listed 1st
- Use bullet points wisely
- 1 page. Narrow margins. Single spacing
- Change resume according to the job applying for
- Ensure correct contact information
- Month/Year for dates
- Reference sheet & cover letter are separate

Objective/Summary

2-3 Lines of text to list a specific objective or summary of skills and experience when relevant and space allows.

Education

School Name, City, State

Degree | Major

Date of Graduation

GPA | Relevant coursework | Awards | Honors

Work/Professional/Job/Internship Experience

Job Title | **Company Name** | Location

Dates From – To

- Job responsibilities
- Observations
- Learning objectives
- Use wording from job description

Job Title | **Company Name** | Location

Dates From – To

- Areas of interest
- Projects completed or observed
- Use numbers “5 projects completed”
- Skills developed

Activities/Awards/Volunteer Experience/Relevant Projects

Title | **Group Name** | Location

Dates From – To

- Skills developed – use wording from job description
- Skills/responsibilities observed

Role | **Activity** | School

Dates From – To

- Brief summary
- Key responsibilities
- Most stellar accomplishments

List of Action Verbs for Resumes

Management/ Leadership Skills

Administered
Coordinated
Developed
Enhanced
Generated
Initiated
Managed
Observed
Prioritized
Supervised

Communication/ People Skills

Articulated
Communicated
Collaborated
Expressed
Interacted
Mediated
Observed
Participated
Reinforced
Summarized

Financial/Data Skills

Adjusted
Balanced
Calculated
Determined
Estimated
Marketed
Measured
Planned
Projected
Retrieved

Organization/ Data Skills

Approved
Arranged
Categorized
Distributed
Implemented
Maintained
Operated
Organized
Routed
Scheduled

Accomplishment Verbs

Achieved
Completed
Expanded
Exceeded
Improved
Resolved
Restored
Succeeded
Transformed

Research Skills

Analyzed
Collected
Detected
Examined
Gathered
Interpreted
Measured
Researched
Summarized
Tested

Technical Skills

Adapted
Built
Computed
Debugged
Fabricated
Installed
Operated
Programmed
Remodeled
Upgraded

Teaching Skills

Advised
Assessed
Clarified
Coordinated
Evaluated
Facilitated
Instructed
Motivated
Taught
Tutored

Helping Skills

Assisted
Cared for
Demonstrated
Encouraged
Guided
Helped
Insured
Provided
Simplified
Supported

Creative Skills

Adapted
Created
Customized
Designed
Displayed
Established
Fashioned
Illustrated
Modeled
Shaped

Cover Letter Tips

- ✓ Express why you are interested in this job
- ✓ Use same header as résumé & references
- ✓ Address letter to a specific person or "Hiring Committee"
- ✓ Paragraph outline:
 - Heading & address
 - Attention grabber
 - Expression of interest
 - Qualifications for job
 - Closing with follow up
- ✓ Keep it concise
 - List critical/relevant information
 - Only one page long

LINDA CLIMBER

13202 – 66th Street ♦ Anytown, Alberta T6Z 5K4
Residence: (555) 555-7689 ♦ Linda@internetservice.com

April 10, 2001

Bob Gatter, Manager
Right Administration Office
7394-54th Street
Anytown, AB T7F E3R

Dear Mr. Gatter:

Having achieved many goals in my career of public accounting and financial services, I am interested in expanding my professional horizons by seeking new challenges in the area of **administration or office support**. I am interested in a position with your firm and have enclosed my résumé for your review and consideration.

As you can see, **my career in business, finance and accounting is extensive**. I have enjoyed a reputation as an efficient accountant and have a knack for immediately **establishing a good rapport with clients**.

As a team member of your organization, I can provide:

- Efficiency; reliability; accuracy with numbers.
- Maturity, honesty; ability to look at challenges as opportunities.
- Knowledge of general and legal office procedures.
- Ability to develop and lead a team.

Mr. Gatter, my objective is to establish a time when we can meet to discuss how my talent, **professionalism, and enthusiasm will add value to your operation**. Thank you for your consideration. I look forward to speaking with you soon.

Sincerely,

Linda Clumber

Enclosure: Résumé