Resume Express Guide

If you are new to your desired industry, list your education first. It is your selling point. If your relevant work history outweighs your education, then your work history should appear first.

Strategically use bold, italics, and capitalization to structure your resume for increased readability.

Sans-Serif fonts like
Calibri or Arial are
easiest to read on
documents with a lot
of text, though serif
fonts like Times New
Roman or Cambria
are acceptable.

Limit your resume to one page.

YOUR NAME

Phone. Email. LinkedIn URL (optional)

EDUCATION

Degree and Major (e.g. Associate of Science in Teaching) Expected Grad. Date

Volunteer State Community College: Gallatin TN

RELEVANT EXPERIENCE

Organization | City, State

- Describe your responsibilities, achievements and skills
- Use the formula Action Verb + Who/What + How/Why i.e.,
- Developed (action verb) programs (what) to encourage learning for children ages 10-12 (why)

Job/Title

Job Title

Dates of Employment

Dates of Employment

Organization | City, State

- Bullet format is preferred by most companies
- · Focus on results, skills, leadership, initiative and teamwork

CAMPUS/ ORGANIZATION INVOLVEMENT

Title/Role

Dates of Involvement

Name of Organization | Volunteer State Community College

 Action Verb + Who/What + How/Why e.g. Collaborated (action verb) with executive board members (who) to increase membership from 10 to 20 members (why)

SKILLS

Include technical skills such as computer software or language skills with proficiency. Communicate key qualifications. Only list skills that you use regularly and relate to your career objectives. Include your personal LinkedIn URL if your profile is up to date and complete.

Use a personal email address that you check often. Do not use the email address that receives your shopping deals!

Choose descriptive words to help you convey your experiences.

Quantify your accomplishments when possible!

**List your
experiences in
reverse
chronological order
within each section
(most recent to
least recent).

VOL STATE Career Services

Engage. Explore. Succeed.

Resume Verbs

Management Verbs:

Allocated, Determined, Directed, Elected, Enlisted, Formed, Founded, Governed, Hired, Influenced, Initiated, Inspired, Instituted, Led, Managed, Moderated, Motivated, Operated, Oversaw, Pioneered, Presided, Produced, Recruited, Represented, Selected, Spearheaded, Sponsored, Staged, Started, Supervised, Trained Organizational Verbs:

Arranged, Assembled, Collected, Centralized, Coordinated, Catalogued, Distributed, Disseminated, Enforced, Executed, Expedited, Formalized, Generated, Implemented, Installed, Maintained, Monitored, Organized, Performed, Planned, Processed, Routed, Recorded, Reorganized, Scheduled, Streamlined, Updated

Communication Verbs:

Acquainted, Apprised, Answered, Briefed, Conducted, Contacted, Delegated, Demonstrated, Drafted, Educated, Explained, Familiarized, Handled, Informed, Instructed, Introduced, Lectured, Listened, Presented, Reported, Responded, Revised, Rewrote, Spoke, Summarized, Taught, Trained, Translated, Wrote Analytical Verbs:

Analyzed, Assessed, Audited, Compiled, Consulted, Detected, Discovered, Documented, Edited, Evaluated, Examined, Gathered, Identified, Interpreted, Interviewed, Investigated, Researched, Searched, Surveyed, Tested

Helping Verbs:

Advised, Aided, Attended, Assisted, Coached, Collaborated, Contributed, Counseled, Comforted, Facilitated, Fostered, Guided, Helped, Instilled, Mentored, Provided, Settled, Supported, Tutored, Treated

Marketing Verbs:

Arbitrated, Convinced, Dissuaded, Encouraged, Marketed, Mediated, Negotiated, Persuaded, Promoted, Publicized, Recruited, Resolved, Sold, Secured, Solicited

Financial Verbs

Accounted for, Adjusted, Allocated, Audited, Authorized, Balanced, Budgeted, Calculated, Collected, Compiled, Controlled, Decreased, Diversified, Financed, Forecasted, Grossed, Increased, Reconciled, Recorded, Reduced, Tabulated, Totaled, Tracked

Creative Verbs:

Authored, Conceived, Conceptualized, Created, Composed, Designed, Developed, Devised, Established, Invented, Originated, Revolutionized

Additional Verbs:

Adapted, Attained, Augmented, Awarded, Boosted, Broadened, Built, Calculated, Catered, Decreased, Developed, Ensured, Eliminated, Exceeded, Excelled, Expanded, Expedited, Gained, Generated, Improved, Increased, Launched, Mastered, Modernized, Published, Raised, Reconciled, Reduced, Revamped, Reviewed, Revitalized, Saved, Strengthened, Supplemented, Supported, Tended, Utilized

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