



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 address (City, State & Zip code only).
 - Telephone number(s) where you would like to be reached or where messages can be left.
 - A professional-sounding email address.
- **Objective Statement (Optional)**
 - 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 ¾".
- 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 / Photograph
- 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)

ADDITIONAL RESOURCES:

Print resources:

"Adams Resume Almanac" – located in the Stuart Career Management Center Library

"The Executive Career Guide for MBAs" by Richard H. Beatty - located in the Stuart Career Management Center Library

Online resources:

WetFeet Online Guides: <http://www.wetfeet.com/cb/schools/stuartgsb/toc.asp> (for login information contact Career Services)

Vault Online Guides: http://www.vault.com/cb/careerlib/careerlib_main.jsp?parrefer=497 (for login information contact Career Services)

Riley Guide's Preparing e-Resumes: <http://www.rileyguide.com/eresume.html>

JobWeb Resume Advice: http://www.jobweb.com/Resumes_Interviews/default.htm

MBA Authority Resume Advice and Resources: <http://www.mbaauthority.com/cc/resume.html>

MBA Degree Hunter Resume Template: http://www.degreehunter.com/MBA_Resume_Template.html

UW Madison Business School Resume Resources: <http://www.bus.wisc.edu/career/pubs/SampleResumes/>

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?
- Did I make a direct or indirect technical contribution?
- 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?
- Did I oversee or manage anyone?

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

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
Promoted
Resolved
Restored
Saved
Shaped
Succeeded
Surpassed
Transformed
Won

Teaching/Training:

Adapted
Advised
Appraised
Clarified
Coached
Communicated
Conducted
Coordinated
Critiqued
Demonstrated
Developed
Educated
Enabled
Encouraged
Evaluated
Explained
Facilitated
Focused
Guided
Individualized
Indoctrinated
Influenced
Informed
Instilled
Instructed
Motivated
Persuaded
Rehabilitated
Schooled
Set goals
Simulated
Stimulated
Taught
Tested
Trained
Transmitted
Tutored

Technical:

Adapted
Applied
Assembled
Automated
Built
Calculated
Computed
Conserved
Constructed
Controlled
Converted
Debugged
Designed
Determined
Developed
Diagnosed
Drafted
Engineered

Fabricated
Fortified
Inspected
Installed
Maintained
Monitored
Operated
Overhauled
Prevented
Printed
Programmed
Rectified
Regulated
Remodeled
Repaired
Replaced
Restored
Retrieved
Solved
Specialized
Standardized
Studied
Upgraded
Utilized

Action Verbs

Thesaurus:

Accelerate
Hasten
Quicken
Shake up

Accomplish

Complete
Finish

Achieved

Executed
Overcame
Reached
Realized

Acted

Operated
Performed

Activated

Energized
Stimulated
Vitalized

Adapted

Accommodated
Adjusted

Addressed

Concentrated
Focused

Adjusted

Acclimatize
Familiarized

Administered

Administrate
Executed
Governed
Supervised

Advanced

Encouraged
Fostered
Promoted

Advised

Conferred
Consulted

Advocated

Encouraged
Favored

Aided

Assisted
Helped

Allocated

Allowed
Apportioned
Assigned

Analyzed

Broke down
Dissected

Answered

Rejoined
Replied
Responded
Returned

Applied

Pertained
Pressed
Related
Urged

Appraised

Assessed
Estimated
Evaluated
Rated
Surveyed
Valued

Approved

Accepted
Favored

Arbitrated

Judged
Umpired

Arranged

Disposed
Ordered
Organized
Systematized

Assembled

Called
Convened
Summoned

Assessed

Appraised
Evaluated

Assigned

Allocated
Allotted
Allowed
Gave

Attained

Accomplished/achieved
Gained
Reached
Won

Audited

Analyzed
Examined
Inspected
Reviewed
Scanned

Augmented

Compounded
Enlarged
Expanded
Extended
Heightened
Increased

Authorized

Approved
Facilitated
Enabled
Endorsed
Promoted

Awarded

Allotted
Assigned
Endowed

Balanced

Adjusted
Compensated
Corresponded
Outweighed
Redeemed

Began

Commenced
Inaugurated
Initiated
Launched

Boosted

Heightened
Hiked
Increased
Raised

Built

Constructed
Manufactured

Calculated

Computed
Estimated
Figured

Captivated

Allured

Attracted
Charmed
Enchanted
Fascinated

Cataloged

Enrolled
Inscribed
Listed

Charted

Arranged
Designed
Devised
Planned

Checked

Assured
Corrected

Clarified

Cleared up
Explained
Illustrated
Settled

Collected

Assembled
Gathered

Combined

Associated

Connected

Joined
Linked
United

Communicated

Conveyed
Discovered
Transmitted

Compared

Assimilated
Equated
Matched

Conceived

Envisioned
Visualized

Completed

Concluded
Ended
Finished

Composed

Comprised
Created
Formed
Made-up

Condensed

Compressed
Contracted
Shrunk

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

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

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

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

Sample Resume A

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

JANE R. SMITH

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

Chicago, IL

Illinois Institute of Technology

June 2005

Master of Business Administration – Financial Markets

- 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

Chicago, IL

Bachelor of Arts – Economics

June 1999

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

EXPERIENCE

SMART BROTHERS

New York, NY

Technology Project Manager – Investment Banking

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

New York, NY

Analyst

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

SKILLS

- 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

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