



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 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
- 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
Develop[ed]
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

Consolidated

Compacted
 Unified

Constructed

Assembled
 Built
 Fabricated
 Formed
 Made
 Produced

Consulted

Advised
 Carried through
 Conferred
 Continued
 Endured
 Persisted

Contributed

Aided
 Assisted
 Helped

Controlled

Composed
 Contained
 Regulated
 Restrained

Converted

Impelled
 Moved
 Persuaded
 Swayed

Conveyed

Channeled
 Communicated
 Conducted
 Transmitted

Convinced

Assured
 Persuaded
 Prompted
 Satisfied

Coordinated

Accommodated
 Arranged

Corresponded

Agreed
 Approached
 Conformed

Counseled

Advised
 Directed
 Recommended
 Suggested

Created

Composed
 Formulated
 Generated
 Made
 Originated
 Produced

Critiqued

Commented
 Criticized
 Reviewed

Cultivated

Developed
 Educated
 Fostered
 Instructed
 Managed
 Nourished
 Nurtured
 Produced

Decided

Concluded
 Determined
 Figured
 Resolved
 Settled

Defined

Described
 Prescribed

Delegated

Administered
 Appointed
 Assigned
 Delivered
 Designated
 Gave
 Selected

Demonstrated

Displayed
 Exhibited
 Illustrated
 Showed

Designed

Arranged
 Constructed
 Created
 Planned

Detected

Encountered
 Found

Determined

Decided
 Destined
 Performed

Developed

Amplified
 Elaborated
 Enlarged
 Expanded

Devised

Concocted
 Created
 Invented
 Planned

Diagnosed

Determined
 Distinguished
 Identified

Directed

Conducted
 Controlled
 Guided
 Managed

Discovered

Revealed
 Unmasked

Displayed

Exhibited
 Revealed
 Showed

Distributed

Circulated
 Disbursed
 Dispensed
 Divided

Documented

Recorded

Drafted

Formulated
 Outlined
 Prepared
 Sketched

Earn

Acquired
 Deserved
 Won

Educated

Disciplined
 Instructed
 Informed
 Tutored
 Taught

Effected

Caused
 Enforced
 Implemented

Eliminated

Accented
 Accentuated
 Dismissed

Emphasized

Excluded
 Highlighted
 Marked
 Stressed

Employed

Engaged
 Exercised
 Utilized

Encouraged

Fostered
 Inspired
 Nourished

Enforced

Effected
 Engineered
 Maneuvered
 Wangled

Enhanced

Deepened
 Heightened
 Intensified
 Magnified

Enlarged

Amplified
 Developed
 Elaborated
 Expanded

Enlisted

Enrolled
 Joined

Ensured

Assured
 Diverted
 Entertained
 Insured
 Recreated
 Secured

Established

Constituted
 Created
 Enacted
 Instituted

Estimated

Appraised
 Approximated
 Assessed
 Calculated
 Computed
 Evaluated
 Rated

Evaluated

Appraised
 Assessed
 Classified
 Estimated

Executed

Achieved
 Administrated
 Implemented
 Performed

Expanded

Developed

Elaborated
 Increased

Experienced

Proficient
 Skilled
 Versed

Explained

Clarified
 Explored
 Expounded
 Inquired
 Interpreted
 Investigated
 Probed

Expressed

Formulated
 Signified
 Stated

Extended

Expanded
 Offered
 Presented

Fashioned

Fabricated
 Formed
 Produced

Focused

Concentrated

Formed

Composed
 Constructed
 Developed
 Fabricated
 Fashioned
 Produced

Formulated

Devised
 Drafted
 Expressed
 Prepared

Fostered

Cultivated
 Encouraged
 Promoted

Found

Based
 Completed
 Established
 Executed
 Fulfilled
 Implemented
 Performed

Furnished

Equipped
 Provided
 Supplied

| | | | | |
|--|---|--|---|---|
| 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 Situated | 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 | | |
| | Integrated Blended Coordinated Incorporated Unified | | | |

| | | | | |
|---|---|---|--|--|
| 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 |
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| 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 |
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| 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 | |
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| 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 | |
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| | | | 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

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

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

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
- 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
Bachelor of Arts in Economics, June 1996
- 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**
- 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
- 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
- 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
- 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
- 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** • 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
- General Management, Finance, Operations
- E-business, E-procurement
- Customer Relationship Marketing
- Supply Chain Management
- B-to-B and B-to-C Marketing
- Highly competent with MS Office, Lotus 123, Map Info, Microsoft FrontPage

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 comprehensive 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

Sample Resume F

This is an example of a scannable or email resume

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