

SAMPLE RESUME & ACTION VERBS

SAMPLE STUDENT NAME

352 Lafayette Street

Salem, MA 01970

(978) 555-5555 (professional voicemail)

student@salemstate.edu (professional email address)

EDUCATION

Salem State University, Salem, MA

Bachelor of Arts/Science in *Major*

Expected, May 20XX

Concentration: *if applicable*

Minor: *if applicable*

GPA: include if 3.0 or above

RELEVANT COURSES

Provide a list of relevant courses that pertain to the job or internship you are applying for. You only need to highlight 4-6 courses. Focus on more advanced courses that you have completed or may be currently enrolled.

RELATED EXPERIENCE

ABC Company, Salem, MA

May 20XX to August 20XX

Intern

- Job responsibilities – lead each bullet point with action verbs
- Job responsibilities – discuss day to day tasks/responsibilities
- Job responsibilities – keep verbs in present tense if you still work here/past tense if not

WORK EXPERIENCE

Stop & Shop, Salem, MA

January 20XX to Present

Cashier

- Job responsibilities
- Job responsibilities
- Job responsibilities

SKILLS

Share your knowledge of hardware (PC, Macintosh), and software (Microsoft Excel, PowerPoint, Word). Avoid use of Microsoft Office only, many employers will scan resumes into a database and use key words to search for appropriate candidates. Include languages if you speak multiple languages. Also, mention any licenses or certifications.

INVOLVEMENT

Student Club, Salem State University

September 20XX to Present

Student member

VOLUNTEER EXPERIENCE

Local Community Organization, Salem, MA

October 20XX

ACTION VERBS

accelerated
achieved
acquired
acted
adapted
addressed
administered
advised
advocated
allocated
analyzed
applied
appraised
approved
arranged
assembled
assessed
assisted
audited
awarded
brought
budgeted
built
calculated
catalogued
chaired
classified
collaborated
combined
communicated
compiled
conceived
condensed
conducted
consolidated
constructed
contracted
controlled
converted
coordinated
counseled
created
critiqued
cultivated
dealt
decided
defined
delegated
delivered
demonstrated
designed
developed
devised
diagnosed
directed
discovered

distributed
doubled
drafted
earned
edited
eliminated
enforced
engineered
enlightened
enlisted
established
estimated
evaluated
examined
exceeded
expanded
expedited
experienced
fabricated
facilitated
filed
forecasted
formed
founded
gathered
generated
guided
handled
hired
implemented
improvised
increased
initiated
innovated
inspected
instructed
interpreted
launched
led
maintained
managed
marketed
mediated
modified
molded
monitored
negotiated
obtained
offered
operated
orchestrated
organized
originated
oversaw
participated
perceived
performed

persuaded
planned
prepared
presented
produced
programmed
promoted
provided
publicized
published
purchased
received
recommended
recorded
recruited
regulated
repaired
reported
researched
resolved
restored
revised
scheduled
screened
selected
served
serviced
set-up
solicited
specialized
spoke
sponsored
staffed
strategized
structured
suggested
supervised
surveyed
sustained
synthesized
systematized
tabulated
targeted
taught
tested
trained
transferred
undertook
updated
utilized
verified
vitalized
won
worked
wrote