

## SAMPLE GRADUATE STUDENT RESUME & ACTION VERBS

### **SAMPLE STUDENT NAME**

352 Lafayette Street  
Salem, MA 01970  
(978) 555-5555 (professional voicemail)  
student@salemstate.edu (professional email address)

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#### **EDUCATION**

**Salem State University**, Salem, MA

Master's of *Program title*

Expected, May 20XX

GPA: if 3.0 or above

*Related Courses: List relevant courses (4-6) that pertain to job or internship that you are applying.*

**Undergraduate Institution**, *City, State*

Bachelor of Arts/Science in *Major*

May 20XX

Concentration: *if applicable*

Minor: *if applicable*

GPA: if 3.0 or above

#### **PROFESSIONAL EXPERIENCE**

**ABC Company**, Salem, MA

January 20XX – Present

*Graduate Intern*

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

**XYZ Company**, Salem, MA

May 20XX – August 20XX

*Intern*

- Job responsibilities
- Job responsibilities

#### **ADDITIONAL WORK EXPERIENCE**

**Red's Restaurant**, Salem, MA

March 20XX - Present

*Server*

- Job responsibilities
- Job responsibilities

#### **SKILLS**

Share your knowledge of hardware (PC, Macintosh), and software (Microsoft Excel, PowerPoint, Word, Google Sheets, Slides). 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.

#### **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