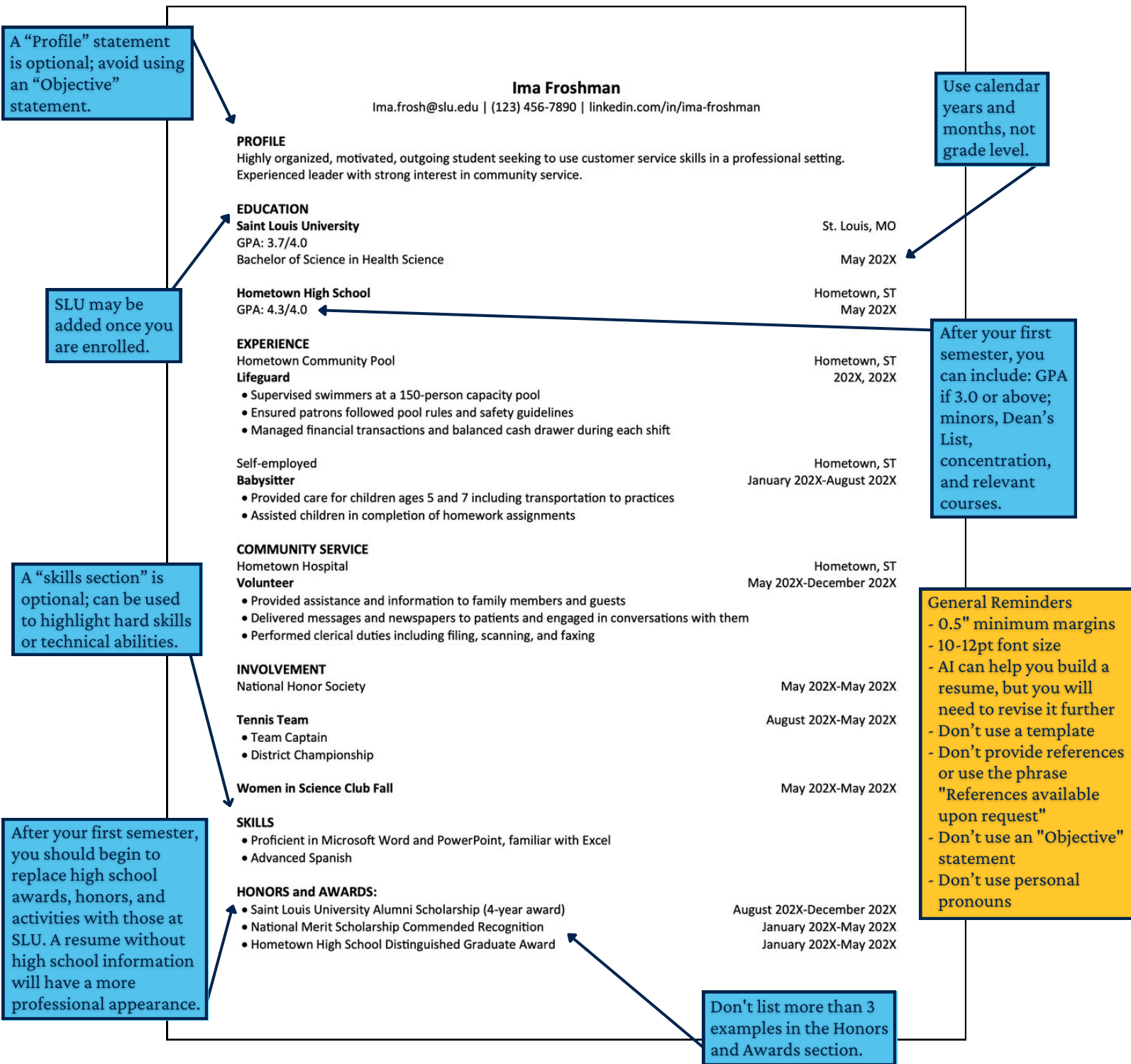


FIRST-YEAR RESUME GUIDE



Composing a Bullet Statement

Before: "I was responsible for new employees."	➔	1) Skills What skills did I use? (Express as a past-tense action verb.) Include quantifiable data as proof - How much? How many?	2) Tasks/Activities What did I do? (Be descriptive and dynamic.)	3) Results What did I accomplish? (Describe impact.)	➔	After: "Trained 15 new employees on office procedures, customer service, and database management to increase productivity of team and organization."
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SAMPLE RESUME: Your resume will be unique to you and customized accordingly. Be sure to contact Career Services for a review either by scheduling an appointment on Navigate360, calling (314) 977-2828, or by submitting your document in Handshake.

RESUME ACTION VERBS

- Start bullet statements with action verbs that describe work duties and accomplishments
- Avoid using the same verb more than once if possible – as a variety enhances your resume
- Review this list of possible synonyms categorized by the skills employers seek

Research <ul style="list-style-type: none"> - Analyzed - Assembled - Collaborated - Collected - Communicated - Compiled - Conducted - Demonstrated - Designed - Devised - Diagnosed - Equated - Evaluated - Examined - Extracted - Formulated - Identified - Inspected - Interviewed - Investigated - Maintained - Measured - Observed - Operated - Questioned - Recognized - Refined - Surveyed - Synthesized - Tabulated - Tested - Theorized - Verified - Wrote 	Leadership & Management <ul style="list-style-type: none"> - Administered - Analyzed - Anticipated - Assessed - Assigned - Attained - Chaired - Consolidated - Contracted - Coordinated - Delegated - Developed - Directed - Empowered - Evaluated - Executed - Improved - Increased - Initiated - Maintained - Monitored - Obtained - Organized - Overhauled - Oversaw - Planned - Prioritized - Produced - Recommended - Restructured - Strengthened - Supervised - Supported 	Communication <ul style="list-style-type: none"> - Addressed - Advised - Arbitrated - Articulated - Clarified - Connected - Corresponded - Defined - Developed - Drafted - Edited - Explained - Formulated - Integrated - Interpreted - Interviewed - Led - Listened - Mediated - Moderated - Negotiated - Organized - Persuaded - Presented - Promoted - Proposed - Publicized - Read - Spoke - Summarized - Synthesized - Translated 	Problem-Solving <ul style="list-style-type: none"> - Adapted - Adjusted - Allocated - Analyzed - Assessed - Clarified - Collaborated - Completed - Consulted - Created - Decided - Delegated - Devised - Diagnosed - Endorsed - Ensured - Established - Examined - Executed - Expedited - Finalized - Identified - Implemented - Improved - Improvised - Incorporated - Initiated - Innovated - Instituted - Invented - Managed - Mediated - Negotiated - Recognized - Restructured - Solved - Streamlined - Suggested - Troubleshoot
Teamwork & Interpersonal <ul style="list-style-type: none"> - Advised - Arranged - Collaborated - Communicated - Conducted - Consulted - Contributed - Conveyed - Convinced - Coordinated - Created - Demonstrated - Developed - Directed - Endorsed - Entertained - Hosted - Influenced - Informed - Mediated - Motivated - Negotiated - Performed - Planned - Promoted - Recommended - Recruited - Represented - Sponsored - Supported 	Analytical <ul style="list-style-type: none"> - Adjusted - Aligned - Assembled - Calculated - Catalogued - Clarified - Computed - Created - Critiqued - Detailed - Devised - Drafted - Engineered - Financed - Organized - Programmed - Refined - Restructured - Reviewed - Revised - Solved - Structured - Summarized - Synthesized - Systemized - Updated 	Organizational <ul style="list-style-type: none"> - Arranged - Categorized - Classified - Collaborated - Collected - Compiled - Coordinated - Developed - Filed - Generated - Implemented - Improved - Incorporated - Maintained - Placed - Planned - Processed - Proposed - Sorted - Systemized 	Teaching & Service <ul style="list-style-type: none"> - Assessed - Contracted - Collaborated - Coordinated - Corrected - Counseled - Demonstrated - Designed - Developed - Encouraged - Evaluated - Facilitated - Fostered - Guided - Identified - Implemented - Inspired - Integrated - Lectured - Led - Listened - Mediated - Moderated - Monitored - Planned - Presented - Responded - Taught
Sales <ul style="list-style-type: none"> - Advised - Asked - Calculated - Closed - Communicated - Compared - Contacted - Convinced - Differentiated - Influenced - Informed - Inspected - Negotiated - Persuaded - Promoted - Recommended - Represented - Reviewed 	Manual Skills <ul style="list-style-type: none"> - Adjusted - Assembled - Built - Cleaned - Constructed - Controlled - Created - Cut - Demonstrated - Devised - Dismantled - Drafted - Drew - Estimated - Evaluated - Fixed - Inspected - Maintained - Monitored - Operated - Programmed - Repaired - Scheduled - Tabulated 	Finance <ul style="list-style-type: none"> - Allocated - Analyzed - Appraised - Appraised - Balanced - Budgeted - Calculated - Compared - Compiled - Computed - Correlated - Examined - Forecasted - Formulated - Leveraged - Managed - Maximized - Planned - Processed - Projected - Recognized - Reconciled - Recorded - Reduced - Reported - Verified 	Creative <ul style="list-style-type: none"> - Acted - Composed - Conceived - Conceptualized - Created - Designed - Developed - Directed - Established - Fashioned - Founded - Illustrated - Improvised - Integrated - Introduced - Invented - Originated - Performed - Planned - Revitalized - Shaped - Translated

To schedule an appointment, call 314-977-2828 or go to Navigate360 in mySLU Tools
 Department location: 130 Griesedieck Hall