

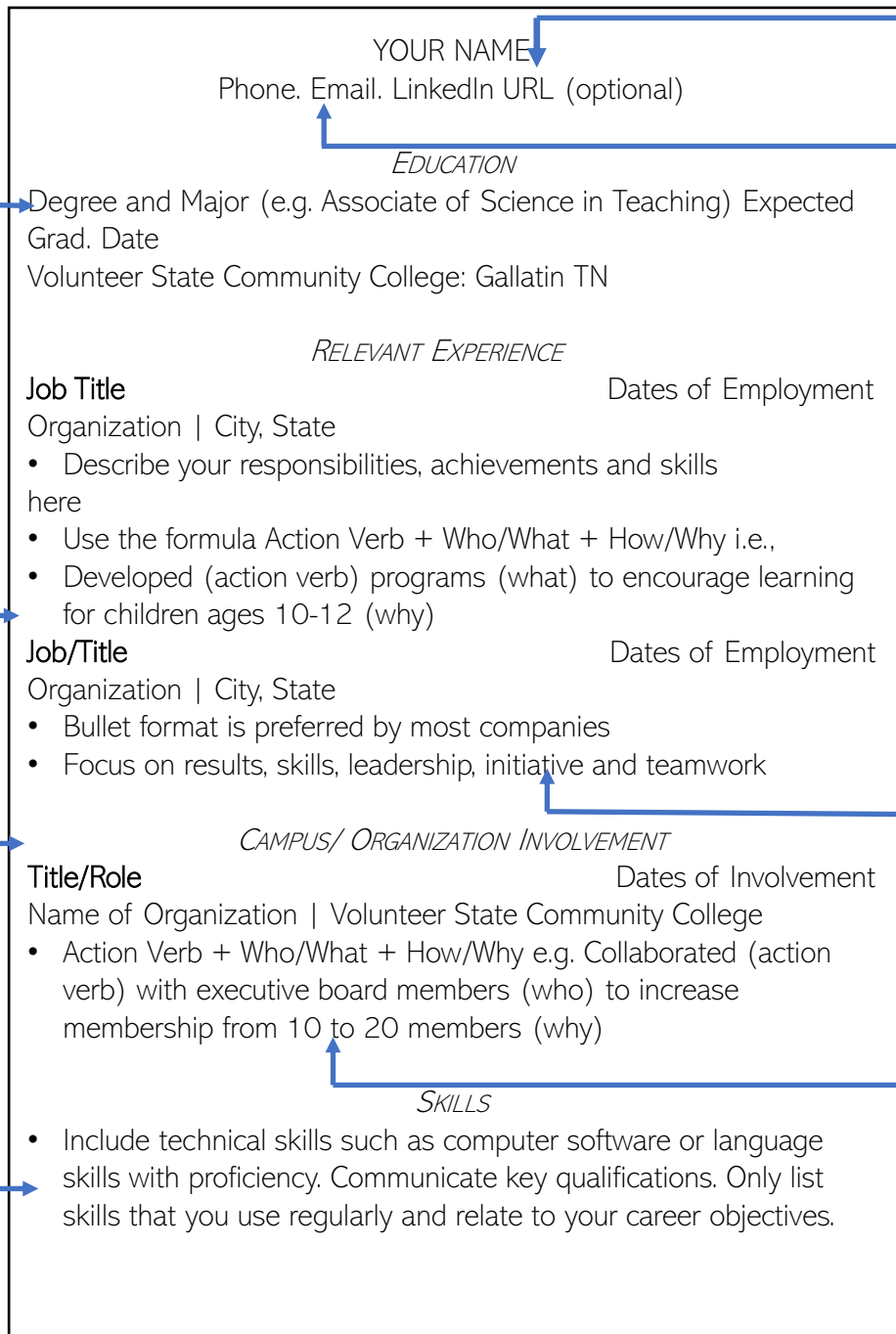
Resume Express Guide

If you are new to your desired industry, list your education first. It is your selling point. If your relevant work history outweighs your education, then your work history should appear first.

Strategically use **bold**, *italics*, and capitalization to structure your resume for increased readability.

Sans-Serif fonts like **Calibri** or **Arial** are easiest to read on documents with a lot of text, though serif fonts like **Times New Roman** or **Cambria** are acceptable.

Limit your resume to one page.



Include your personal LinkedIn URL if your profile is up to date and complete.

Use a personal email address that you check often. Do not use the email address that receives your shopping deals!

Choose descriptive words to help you convey your experiences.

Quantify your accomplishments when possible!

**List your experiences in reverse chronological order within each section (most recent to least recent).

Resume Verbs

Management Verbs:

Allocated, Determined, Directed, Elected, Enlisted, Formed, Founded, Governed, Hired, Influenced, Initiated, Inspired, Instituted, Led, Managed, Moderated, Motivated, Operated, Oversaw, Pioneered, Presided, Produced, Recruited, Represented, Selected, Spearheaded, Sponsored, Staged, Started, Supervised, Trained

Organizational Verbs:

Arranged, Assembled, Collected, Centralized, Coordinated, Catalogued, Distributed, Disseminated, Enforced, Executed, Expedited, Formalized, Generated, Implemented, Installed, Maintained, Monitored, Organized, Performed, Planned, Prepared, Processed, Routed, Recorded, Reorganized, Scheduled, Streamlined, Updated

Communication Verbs:

Acquainted, Apprised, Answered, Briefed, Conducted, Contacted, Delegated, Demonstrated, Drafted, Educated, Explained, Familiarized, Handled, Informed, Instructed, Introduced, Lectured, Listened, Presented, Reported, Responded, Revised, Rewrote, Spoke, Summarized, Taught, Trained, Translated, Wrote

Analytical Verbs:

Analyzed, Assessed, Audited, Compiled, Consulted, Detected, Discovered, Documented, Edited, Evaluated, Examined, Gathered, Identified, Interpreted, Interviewed, Investigated, Researched, Searched, Surveyed, Tested

Helping Verbs:

Advised, Aided, Attended, Assisted, Coached, Collaborated, Contributed, Counseled, Comforted, Facilitated, Fostered, Guided, Helped, Instilled, Mentored, Provided, Settled, Supported, Tutored, Treated

Marketing Verbs:

Arbitrated, Convinced, Dissuaded, Encouraged, Marketed, Mediated, Negotiated, Persuaded, Promoted, Publicized, Recruited, Resolved, Sold, Secured, Solicited

Financial Verbs

Accounted for, Adjusted, Allocated, Audited, Authorized, Balanced, Budgeted, Calculated, Collected, Compiled, Controlled, Decreased, Diversified, Financed, Forecasted, Grossed, Increased, Reconciled, Recorded, Reduced, Tabulated, Totaled, Tracked

Creative Verbs:

Authored, Conceived, Conceptualized, Created, Composed, Designed, Developed, Devised, Established, Invented, Originated, Revolutionized

Additional Verbs:

Adapted, Attained, Augmented, Awarded, Boosted, Broadened, Built, Calculated, Catered, Decreased, Developed, Ensured, Eliminated, Exceeded, Excelled, Expanded, Expedited, Gained, Generated, Improved, Increased, Launched, Mastered, Modernized, Published, Raised, Reconciled, Reduced, Revamped, Reviewed, Revitalized, Saved, Strengthened, Supplemented, Supported, Tended, Utilized