

YOUR NAME

Phone | Email | Location (City, State, ZIP)
Online Portfolio/Professional Website (Optional)

PROFESSIONAL SUMMARY

2-3 sentences or 2-3 bullet points that include your years of professional experience, accomplishments, top skills and strengths as they relate to the position and what you're looking for in your next role.

EXPERIENCE

Title	Start Date - End Date (Current)
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Company Name, Location

- (Action verb) + what you did (more detail) + reason, outcome or quantified results
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SKILLS

[Relevant skill] | [Relevant skill] | [Relevant skill] | [Relevant skill] | [Relevant skill]

EDUCATION

Degree Type, Major (if applicable)

Month/Year of Completion

Institution Name

CERTIFICATIONS

- [Certification], [Certifying organization] - [Year earned]

AWARDS/RECOGNITIONS/VOLUNTEER WORK - (OPTIONAL)

- Award, recognition or volunteer work
- Award, recognition or volunteer work

Date

Date

List of Action Verbs for Resumes & Professional Profiles

Management/ Leadership Skills	supervised terminated	proposed publicized reconciled	computed conserved constructed
administered		recruited	converted
analyzed		referred	debugged
appointed		reinforced	designed
approved	addressed	reported	determined
assigned	advertised	resolved	developed
attained	arbitrated	responded	engineered
authorized	arranged	solicited	fabricated
chaired	articulated	specified	fortified
considered	authored	spoke	installed
consolidated	clarified	suggested	maintained
contracted	collaborated	summarized	operated
controlled	communicated	synthesized	overhauled
converted	composed	translated	printed
coordinated	condensed	wrote	programmed
decided	conferred		rectified
delegated	consulted		regulated
developed	contacted		remodeled
directed	conveyed		repaired
eliminated	convinced		replaced
emphasized	corresponded		restored
enforced	debated		solved
enhanced	defined		specialized
established	described		standardized
executed	developed		studied
generated	directed		upgraded
handled	discussed		utilized
headed	drafted		
hired	edited		
hosted	elicited		
improved	enlisted		
incorporated	explained		
increased	expressed		
initiated	formulated		
inspected	furnished		
instituted	incorporated		
led	influenced		
managed	interacted		
merged	interpreted		
motivated	interviewed		
organized	involved		
originated	joined		
overhauled	judged		
oversaw	lectured		
planned	listened		
presided	marketed		
prioritized	mediated		
produced	moderated		
recommended	negotiated		
reorganized	observed		
replaced	outlined		
restored	participated		
reviewed	persuaded		
scheduled	presented		
streamlined	promoted		
strengthened			
		Research Skills	Teaching Skills
		analyzed	adapted
		clarified	advised
		collected	clarified
		compared	coached
		conducted	communicated
		critiqued	conducted
		detected	coordinated
		determined	critiqued
		diagnosed	developed
		evaluated	enabled
		examined	encouraged
		experimented	evaluated
		explored	explained
		extracted	facilitated
		formulated	guided
		gathered	individualized
		identified	informed
		inspected	instilled
		interpreted	instructed
		interviewed	motivated
		invented	persuaded
		investigated	set goals
		located	simulated
		measured	stimulated
		organized	
		researched	
		searched	
		solved	
		summarized	
		surveyed	
		systematized	
		tested	
		Technical Skills	
		adapted	
		assembled	
		built	
		calculated	

List of Action Verbs for Resumes & Professional Profiles

taught	developed	ensured	organized
tested	directed	expedited	prepared
trained	displayed	facilitated	processed
transmitted	drew	familiarize	provided
tutored	entertained	furthered	purchased
Financial/ Data Skills			
administered	fashioned	guided	recorded
adjusted	formulated	helped	registered
allocated	founded	insured	reserved
analyzed	illustrated	intervened	responded
appraised	initiated	motivated	reviewed
assessed	instituted	provided	routed
audited	integrated	referred	scheduled
balanced	introduced	rehabilitated	screened
calculated	invented	presented	set up
computed	modeled	resolved	submitted
conserved	modified	simplified	supplied
corrected	originated	supplied	standardized
determined	performed	supported	systematized
developed	photographed	volunteered	updated
estimated	planned	Organization/ Detail Skills	
forecasted	revised	approved	validated
managed	revitalized	arranged	verified
marketed	shaped	cataloged	
measured	solved	categorized	
planned	Helping Skills		
programmed	adapted	charted	
projected	advocated	classified	
reconciled	aided	coded	
reduced	answered	collected	
researched	arranged	compiled	
retrieved	assessed	corresponded	
creative skills	assisted	distributed	
acted	cared for	executed	
adapted	clarified	filed	
began	coached	generated	
combined	collaborated	implemented	
conceptualized	contributed	incorporated	
condensed	cooperated	inspected	
created	counseled	logged	
customized	demonstrated	maintained	
designed	diagnosed	monitored	
	educated	obtained	
	encouraged	operated	
		ordered	
More verbs for Accomplishments			
		achieved	
		completed	
		expanded	
		exceeded	
		improved	
		pioneered	
		reduced (losses)	
		resolved (issues)	
		restored	
		spearheaded	
		succeeded	
		surpassed	
		transformed	
		won	