

## Do Not Include:

- \* High school diploma
- High school awards/activities
- \* References
- The phrase: "References available upon request"
- GPA if below 3.0
- \* Address or phone of SLU or employers
- Names of past supervisors "Objective" statement
- Personal pronouns



- Market the university effectively and positively.

#### LEADERSHIP AND ACTIVITIES

Delta Sigma Pi, Business Fraternity, St. Louis, MO

Marketing Research Committee Member

- Designed and distributed promotional material for fundraisers using InDesign.
- Researched and developed a marketing plan for a St. Louis nonprofit.
- Networked and obtained \$800 in sponsorship from boal vendors for special events.

Phi Kappa Theta Fraternity, St. Louis, MO Philanthropy Chair

 Planned promotional strategy and goals for events that raised \$10,000 for the Children's Miracle Network, doubling the previous year's donations.

20X Vice President, Public Relations Wrote national report relating chapter's internal and external relations projects, resulting in nomination for Oc Community Involvement Award 20XX.

Oversaw all publicity efforts related to Homecoming and philanthropic events

Intramural Sports: Basketball, Football, Soccer, and Volleyball

PROFESSIONAL ASSOCIATIONS

National Health Information Management Association

- \* Include only one phone number and

EXPERIENTIAL LEARNING: (If part of your degree program) \* Describe your practicum, clinical, preceptorship, student teaching

## Common **Headings:**

- **EDUCATION**
- \* WORK EXPERIENCE
- **EMPLOYMENT**
- **ACTIVITIES**
- INVOLVEMENT
- \* VOLUNTEERING
- COMPUTER SKILLS
- TECHNOLOGY
- AWARDS and HONORS
- SUMMARY or PROFILE

LEADERSHIP/INVOLVEMENT:

\* List offices you have held and describe duties performed Describe skills you learned/used

COMPOSING A BULLET STATEMENT



**Before:** 

"I was responsible for training new employees."

## SKILLS

WHAT DID I LEARN? Express as an action verb



## TASKS/ACTIVITIES

WHAT DID I DO?

Be descriptive and dynamic



### RESULTS

WHAT DID I ACCOMPLISH? Describe impact

Include quantifiable data as proof -- How much? How many?



"Trained 15 new employees on office procedures, customer service, and database management which increased the productivity of the team and organization"

SAINT LOUIS UNIVERSITY.

STUDENT SUCCESS CENTER

Schedule: SLUAppointments or 314-977-2828 Walk ins: 1-2 pm, Monday-Friday

20XX-present

20XX-present

20XX-present

200X-present

20XX-present

Student Success Center | BSC Suite 331

CAREER SERVICES



# **Resume Action Verbs**

**Problem-Solving** 



- • •
- 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

Teamwork & Interpersonal	Analytical Skills	Organizing Skills	Teaching & Service				
Advised	Adjusted	Arranged	Assessed				
Arranged	Aligned	Categorized	Contracted				
Collaborated	Assembled	Classified	Collaborated				
Communicated	Calculated	Collaborated	Coordinated				
Conducted	Catalogued	Collected	Corrected				
Consulted	Clarified	Compiled	Counseled				
Contributed	Computed	Coordinated	Demonstrated				
Conveyed	Created	Developed	Designed				
Convinced	Critiqued	Filed	Developed				
Coordinated	Detailed	Generated	Encouraged				
Created	Devised	Implemented	Evaluated				
Demonstrated	Drafted	Improved	Facilitated				
Developed	Engineered	Incorporated	Fostered				
Directed	Financed	Maintained	Guided				
Endorsed	Organized	Placed	Identified				
Entertained	Programmed	Planned	Implemented				
Hosted	Refined	Processed	Inspired				

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Interviewed Increased Led Improved Communicated Demonstrated Leveraged Developed Investigated Initiated Listened Improvised Compared Devised Managed Directed Maintained Maintained Mediated Incorporated Contacted Dismantled Maximized Established Measured Monitored Moderated Initiated Contracted Drafted Planned Fashioned Observed Obtained Negotiated Innovated Convinced Drew Processed Founded Operated Organized Organized Instituted Differentiated Estimated Projected Illustrated Questioned Overhauled Persuaded Invented Influenced Evaluated Recognized Improvised Recognized Oversaw Presented Managed Informed Fixed Reconciled Integrated Surveyed Prioritized Proposed Negotiated Negotiated Maintained Reduced Invented Synthesized Produced Publicized Recognized Persuaded Monitored Reported Originated	Identified	Executed	Interpreted	Identified	Calculated	Created	Forecasted	Created
InvestigatedInitiatedListenedImprovisedComparedDevisedManagedDirectedMaintainedMaintainedMediatedIncorporatedContactedDismantledMaximizedEstablishedMeasuredMonitoredModeratedInitiatedContractedDraftedPlannedFashionedObservedObtainedNegotiatedInnovatedConvincedDrewProcessedFoundedOperatedOrganizedOrganizedInstitutedDifferentiatedEstimatedProjectedIllustratedQuestionedOverhauledPersuadedInventedInfluencedEvaluatedRecognizedImprovisedRecognizedOversawPresentedManagedInformedFixedReconciledIntegratedRefinedPlannedPromotedMediatedInspectedRecordedIntroducedSurveyedPrioritizedProposedNegotiatedNegotiatedMaintainedReducedInventedSynthesizedProducedPublicizedRecognizedPersuadedMonitoredReportedOriginated	Inspected	Improved	Interviewed	Implemented	Closed	Cut	Formulated	Designed
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Observed Obtained Negotiated Innovated Convinced Drew Processed Founded Operated Organized Organized Instituted Differentiated Estimated Projected Illustrated Questioned Overhauled Persuaded Invented Influenced Evaluated Recognized Improvised Recognized Oversaw Presented Managed Informed Fixed Reconciled Integrated Refined Planned Promoted Mediated Inspected Inspected Recorded Introduced Surveyed Prioritized Proposed Negotiated Negotiated Maintained Reduced Invented Synthesized Produced Publicized Recognized Persuaded Monitored Reported Originated	Maintained	Maintained	Mediated	Incorporated	Contacted	Dismantled	Maximized	Established
OperatedOrganizedOrganizedInstitutedDifferentiatedEstimatedProjectedIllustratedQuestionedOverhauledPersuadedInventedInfluencedEvaluatedRecognizedImprovisedRecognizedOversawPresentedManagedInformedFixedReconciledIntegratedRefinedPlannedPromotedMediatedInspectedInspectedRecordedIntroducedSurveyedPrioritizedProposedNegotiatedMaintainedReducedInventedSynthesizedProducedPublicizedRecognizedPersuadedMonitoredReportedOriginated	Measured	Monitored	Moderated	Initiated	Contracted	Drafted	Planned	Fashioned
QuestionedOverhauledPersuadedInventedInfluencedEvaluatedRecognizedImprovisedRecognizedOversawPresentedManagedInformedFixedReconciledIntegratedRefinedPlannedPromotedMediatedInspectedInspectedRecordedIntroducedSurveyedPrioritizedProposedNegotiatedNegotiatedMaintainedReducedInventedSynthesizedProducedPublicizedRecognizedPersuadedMonitoredReportedOriginated	Observed	Obtained	Negotiated	Innovated	Convinced	Drew	Processed	Founded
RecognizedOversawPresentedManagedInformedFixedReconciledIntegratedRefinedPlannedPromotedMediatedInspectedInspectedRecordedIntroducedSurveyedPrioritizedProposedNegotiatedNegotiatedMaintainedReducedInventedSynthesizedProducedPublicizedRecognizedPersuadedMonitoredReportedOriginated	Operated	Organized	Organized	Instituted	Differentiated	Estimated	Projected	Illustrated
RefinedPlannedPromotedMediatedInspectedInspectedRecordedIntroducedSurveyedPrioritizedProposedNegotiatedNegotiatedMaintainedReducedInventedSynthesizedProducedPublicizedRecognizedPersuadedMonitoredReportedOriginated	Questioned	Overhauled	Persuaded	Invented	Influenced	Evaluated	Recognized	Improvised
SurveyedPrioritizedProposedNegotiatedNegotiatedMaintainedReducedInventedSynthesizedProducedPublicizedRecognizedPersuadedMonitoredReportedOriginated	Recognized	Oversaw	Presented	Managed	Informed	Fixed	Reconciled	Integrated
Synthesized Produced Publicized Recognized Persuaded Monitored Reported Originated	Refined	Planned	Promoted	Mediated	Inspected	Inspected	Recorded	Introduced
	Surveyed	Prioritized	Proposed	Negotiated	Negotiated	Maintained	Reduced	Invented
Tabulated Recommended Read Restructured Promoted Operated Verified Performed	Synthesized	Produced	Publicized	Recognized	Persuaded	Monitored	Reported	Originated
	Tabulated	Recommended	Read	Restructured	Promoted	Operated	Verified	Performed
Tested Restructured Spoke Solved Recommended Programmed Planned	Tested	Restructured	Spoke	Solved	Recommended	Programmed		Planned
Theorized Strengthened Summarized Streamlined Represented Repaired Revitalized	Theorized	Strengthened	Summarized	Streamlined	Represented	Repaired		Revitalized
Verified         Supervised         Synthesized         Suggested         Reviewed         Scheduled         Shaped	Verified	Supervised	Synthesized	Suggested	Reviewed	Scheduled		Shaped
Wrote Supported Translated Troubleshot Tabulated Translated	Wrote	Supported	Translated	Troubleshot		Tabulated		Translated

SAINT LOUIS UNIVERSITY.

**STUDENT SUCCESS** CENTER

Schedule: SLUAppointments or 314-977-2828 Walk-ins: 1-2 pm, Monday-Friday

Student Success Center | BSC Suite 331