

First Last Name

(Best Contact Phone) 303-555-5555
Professional Email

PROFESSIONAL SUMMARY

Detail your experience in a quick and succinct 2-3 sentences about how you are qualified for the position to which you are applying.

EDUCATION

Name of the degree/certificate
Name of institution, City, State

(Expected graduation date)

RELATED COURSEWORK *(optional)*

*Communication
Business Communication
Creative Writing
Intro to Psychology*

EXPERIENCE OR RELATED EXPERIENCE

Volunteer

Name of Organization, City, State

(Dates)

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- Bulleted action phrase

Work Study

Name of Organization, City, State

(Dates)

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Internship

Name of Organization, City, State

(Dates)

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SKILLS

Write down hard skills that you have (examples)

*Microsoft Word
Microsoft Excel
Microsoft Power-Point
A++
Typing (WPM)*

ACHIEVEMENTS/AWARDS *(optional)*

Name of the award

(Dates)

COMPLETE LIST OF ACTION VERBS

Accelerated	Conducted	Exchanged	Managed	Reported
Accomplished	Confronted	Executed	Marketed	Represented
Achieved	Consolidated	Exercised	Mastered	Reproduced
Acquired	Constructed	Exhibited	Measured	Researched
Activated	Contacted	Expanded	Mediated	Resolved
Adapted	Continued	Expedited	Modeled	Responded
Adjusted	Contracted	Experimented	Modified	Restored
Administered	Convened	Explained	Molded	Retained
Advised	Coordinated	Explored	Monitored	Retrieved
Allocated	Corresponded	Facilitated	Motivated	Reviewed
Analyzed	Counseled	Financed	Negotiated	Revised
Annotated	Created	Focused	Observed	Rewrote
Anticipated	Critiqued	Forecasted	Obtained	Routed
Applied	Defined	Formulated	Operated	Scheduled
Appraised	Delegated	Fostered	Organized	Searched
Arranged	Delivered	Grouped	Outlined	Selected
Articulated	Demonstrated	Guided	Oversaw	Served serviced
Assembled	Derived	Identified	Participated	Shaped
Assessed	Designed	Illustrated	Perceived	Shared
Assigned	Detected	Implemented	Performed	Simplified
Attained	Determined	Imposed	Persuaded	Solicited
Authored	Developed	Improved	Planned	Solved
Balanced	Devised	Increased	Predicted	Sought
Briefed	Diagnosed	Influenced	Prepared	Specified
Budgeted	Directed	Informed	Prescribed	Stimulated
Calculated	Discovered	Initiated	Presented	Studied
Catalogued	Dispensed	Inquired	Presided	Succeeded
Categorized	Displayed	Inspected	Processed	Suggested
Chaired	Distributed	Installed	Produced	Summarized
Changed	Drafted	Instilled	Programmed	Supervised
Channeled	Dramatized	Instituted	Promoted	Supported
Charted	Earned	Instructed	Protected	Surveyed
Clarified	Edited	Insured	Provided	Synthesized
Coached	Educated	Interpreted	Publicized	Systematized
Coded	Effected	Intervened	Published	Targeted
Collaborated	Elicited	Interviewed	Purchased	Taught tested
Collected	Employed	Introduced	Questioned	Trained
Communicated	Encouraged	Invented	Recommended	Translated
Compared	Endured	Inventoried	Recorded	Tutored
Competed	Enlisted	Investigated	Recruited	Updated
Compiled	Entertained	Judged	Reduced	Utilized
Completed	Established	Lectured	Regulated	Verified
Composed	Estimated	Listened	Reinforced	Visualized
Computed	Evaluated	Located	Rendered	Wrote
Conceived	Examined	Maintained	Repaired	

