

ACTION VERBS

Use consistent verb tense (generally past tense). Start phrases with descriptive action verbs. Supply quantitative data whenever possible. Adapt terminology to include key words. Incorporate action verbs with keywords and current “hot” topics, programs, tools, testing terms, and instrumentation to develop concise, yet highly descriptive phrases. Remember that résumés are scanned for such words, so do everything possible to incorporate important phraseology and current keywords into your résumé.

From What Color is Your Parachute, Richard Bolles, 2005

achieved	delivered	founded	motivated	resolved
adapted	detailed	gathered	navigated	responded
analyzed	detected	generated	operated	restored
arbitrated	determined	guided	perceived	retrieved
ascertained	devised	hypothesized	persuaded	reviewed
assessed	diagnosed	identified	piloted	risked
attained	discovered	illustrated	predicted	scheduled
audited	displayed	implemented	problem-solved	selected
built	dissected	improvised	proofread	served
collected	distributed	influenced	projected	shaped
conceptualized	diverted	initiated	promoted	summarized
compiled	eliminated	innovated	publicized	supplied
computed	enforced	inspired	purchased	surveyed
conducted	established	installed	reasoned	synthesized
conserved	evaluated	integrated	recommended	taught
consolidated	examined	investigated	referred	tested
constructed	expanded	maintained	rehabilitated	transcribed
consulted	experimented	mediated	rendered	trouble-shot
controlled	expressed	mentored	reported	tutored
counseled	extracted	modeled	represented	unified
created	formulated	monitored	researched	wrote

OTHER RÉSUMÉ SECTION HEADERS

While the previously mentioned résumé sections—Contact Information, Objective Statement, Education and Experience—are expected on your résumé, you should include other relevant information—for example, Honors & Awards, Scholarships, Memberships, Patents, Research Interests, Teaching Interests, Publications, Presentations, Interests, Volunteer Activities, International Experience.

HOW TO WRITE IT

Leadership	S.U.B.E. (Society Uniting Business and Engineering)	
	<ul style="list-style-type: none"> Vice President 	
Computer Skills	C++, HTML, Java, Visual Basic, Adobe InDesign, Adobe Photoshop, Excel, Access, Project, Dreamweaver, Maple, Matlab, Promodel, R, XLISPSTAT, SPSS, MOST, PIMS	
Skills	<i>Global Languages</i>	Fluent in Cantonese: Basic understanding of Mandarin
	<i>Computer Languages</i>	C++, Java, Python, SQL, Ruby
	<i>Computer Programs</i>	PRO-II, CapCost, Windows, WorkflowMax