

FIRST STEPS

- ✓ Brainstorm accomplishments, work history, academic and other experiences
- ✓ Assess your own interests, skills, abilities, and experience
- ✓ Research the position for which you are applying – determine what the employer is looking for in an applicant.

WHAT IS A RÉSUMÉ?

Before you begin your résumé construction, remember that a résumé is:

- A marketing tool for you to use to market yourself towards a specific field or employer.
- An outline of past work history and education to convey qualifications to an employer, including all relevant experiences—not just your work experience.
- A tailored record of your work history pique the employer's interest
- A representation of who you are and how you fit a particular job or position.
- A tool used to get you an interview, NOT to get you the job.

Keep in mind that there is no consensus on the proper way to write a résumé. Every person has a different opinion on everything, from what it should look like to what it should include. Above all else, you should be happy and comfortable with your résumé; make sure it reflects *you*.

DIFFERENT TYPES OF RÉSUMÉS

Chronological: The chronological résumé is the most traditional type of résumé people use. The Work Experience section is set up so that the most recently held position is listed first. The jobs then are listed in reverse chronological order, ending with the least recent job held. The advantages of using this format are that it allows you to directly show what you did in each position.

Functional: The functional résumé highlights the skills and abilities that you have gained from not only your work experience, but also any extracurricular activities and volunteer involvement. This format does not focus on dates or positions, but on accomplishments and skills you have acquired.

For more information, check out our *Guide to Transferable Skills*

Other: A *combination* résumé uses parts of chronological and functional styles, where you use a brief competencies or summary section and leave some description with each individual job. *Electronic* résumés are discussed on page 12.

MU CAREER CENTER

Lower Level,
Student Success Center
University of Missouri
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Visit us online at:

career.missouri.edu
career@missouri.edu

PIECING TOGETHER YOUR RÉSUMÉ

Envision what the employer wants: Do some research about the company expectations for a new employee. Ask yourself these questions and determine if the employer is right for you: Are they looking for people with a lot of experience in one area or those who have general experience in many areas? Do they prefer people who are willing to work their way up the ladder? Do they want someone who is willing to travel? Will they expect their new employees to go through training?

Assess your own interests, skills, abilities, experiences and personal characteristics: What are you good at? What tasks do you enjoy doing? What are the areas in which you have experience and skill? What are the areas that you would like to learn about? How does all of this information pertain to the job for which you are applying?

Compile an accomplishment history: Before writing your résumé, take some time to come up with a list of *all* the accomplishments you have accrued from your various work experiences, classes, activities, and organizations. Some examples could be designing a brochure, supervising 20 people on a shift, working in a team environment, or taking charge of starting a new organization. Don't be modest. This list is meant to boost your ego before tackling the difficult task of a job search. *(Information taken from National Business Employers Weekly: Résumés)*

Tailor your résumé: Find out information about the company and the position for which you are applying. Figure out what experience or skills you have that your employer would most want to know about. Rather than listing each of your abilities, try to focus your efforts on presenting information that you know the company would like to be made aware of. Find out what the company stands for and what they expect out of their employees.

Highlight related experience: Whether this comes from your educational background or from your work experience, be sure to show your prospective employer that you are knowledgeable in the field you are pursuing. When asked, 80 percent of Fortune 500 participants responded that they look at "related experience" first on a résumé. If, on the other hand, you feel you are lacking in experience related directly to the job, don't worry! Every position you have held has some type of Transferable Skill that you have gained, that you can use in other work settings. Be sure to highlight these skills on your résumé. *(Information taken from Get the Interview Every Time)*

Decide on a résumé format: After compiling all the information you want to include on your résumé, decide whether you want to use a chronological or functional style, or a combination of the two. Given what you know about the two formats, figure out which best demonstrates what you, as an employee, have to offer.

CONSTRUCTING A ROUGH DRAFT OF YOUR RÉSUMÉ

Chronological

The following are the topic areas and formatting guidelines often used in chronological résumés. These are typical headings, but not the only ones you can include. Use them to develop a first draft.

Personal Data

Always include:

- Your name, which should be the *biggest* item on the page
- Local address (include a permanent address if necessary)
- Phone number you can best be reached (include home and cell if necessary)
- A professional e-mail address

Do not include birth date, hobbies, personal interests, or other personal information unless requested. Photographs may be used in certain fields, such as modeling or acting, but are usually inappropriate.

Objective (optional)

Under your contact information, make a concise, positive statement about your work goals. Indicate:

- Job title
- Place (geographic preference if there is one)
- Type of job (part time, full time, summer, internship)

If you are aiming at a diverse group of jobs, consider leaving the objective off the résumé and explain your interests in the cover letter instead.

Education

Include:

- The name of school (e.g., University of Missouri), city and state
- Your formal degree and major (e.g., Bachelor of Arts in Psychology)
- Date of graduation (month & year) *or* expected graduation date
- Minor and/or area of emphasis
- GPA, cumulative and/or that of major, if you feel comfortable including it
- Relevant coursework that you feel will add to your qualifications and are not implied by your major or minor (optional)
- Other colleges you have attended (optional)
- Accomplishments (e.g., Financed 80% of education through..., consistently worked 20-25 hours per week while full-time student, graduated in four years, etc.).

Do not include high school information if you have substantial post-secondary education or training.

Work/Internship Experience

- Include job title, place of employment, city, and state, and dates of employment (list most recent jobs first and work backwards in time).
- Describe each job in a way that clearly highlights relevant skills. This can be done through several detailed yet concise statements that begin with a past tense action verb and are set apart from the rest of the text by bullets. You should also use high impact adverbs and qualifying adjectives. For examples, see the list of verbs and adverbs on the last page.
- Quantify when possible (e.g., supervised a staff of 10, increased sales by 15%, handled up to \$15,000 daily, etc.).
- Describe your experience as it relates to the position or field of interest.
- Use alternative headings, if necessary, to separate experience that is most directly related to your goals. Examples include Computer Experience, Sales Experience, Financial Experience, Writing Experience, or Retail Experience.

Leadership and Involvement Information

- Include title if applicable, organization title, and dates of involvement
- Highlight unpaid leadership and either on- or off-campus involvement with brief but detailed descriptions of your tasks and responsibilities included in your activities with bullet points beginning with strong action verbs.
- Remember that just because your experience is unpaid doesn't mean it shouldn't be highlighted. It reflects very well on you and, in many cases, could be featured over paid experience if your involvement includes leadership or is more relevant to your goals.

Related Professional Information

Any of the following can become a separate category if your background warrants:

- Licenses and certificates currently held
- Honors, scholarships, awards, and fellowships earned
- Professional organization memberships and offices held
- Affiliations with civic and community groups
- Volunteer work

References

- Make sure each of your references has agreed in advance to write letters or answer phone calls concerning your candidacy. Professional references (work/school) are preferred over personal character references.
- The preferred method is to list your references' name, title/employer, address, phone number, and email address on a separate sheet of paper.
- Put your name and contact information (copy and paste your heading from your résumé) at the top in case this page gets separated from the résumé.
- It is no longer necessary to include the phrase "References available upon request" on your résumé as most employers assume they can get references from you.

Functional

The format of a functional résumé differs from a chronological résumé in that it lists Competencies or Career-Related Skills just *before* work history or education. The Work Experience will be formatted differently by not writing descriptions under the individual positions. All other areas of your résumé will be listed as described above. See the example functional résumé in this handout to see one way of organizing your experiences.

Competencies or Career-Related Skills. Inclusion of this section on your résumé can be very beneficial, especially if you do not have a lot of work experience. Under this heading, you will have one to five subheadings that will describe skills that you acquired through any activities and/or jobs with which you have been involved. Examples include:

- Financial skills
- Communication skills
- Creative skills
- Computer skills
- Writing skills
- Leadership skills
- Foreign language skills

Volunteer Experiences, Activities, and Clubs. These experiences can show dedication, initiative, and service to others, all of which prospective employers will look highly upon. They also show the ability to balance the commitment to the organization and class attendance. If you held an executive position of any kind, this will show a wide array of skills and abilities that will be of use when applying for a job. Likewise, your contribution to a fraternity or sorority will also be helpful. Someone who has worked on the Homecoming Committee or the Blood Drive is familiar with problem solving, creativity, leadership, and perseverance. Highlight as many of these capabilities as possible.

Part-time Jobs. Students who can hold down one or multiple part-time jobs while attending school are always going to impress an employer. Whether or not the job is related to the field you are pursuing, this will demonstrate time management, personal drive, and the ability to multi-task. If the job is related to the field to which you are applying, highlight the knowledge and skills you may already have. This will let the employer know that you will not be starting from square one. If the job is not related directly, use the transferable skills you learned and show how they apply to the position you want.

Honors and Awards. Make sure to list your achievements while in school. These can be both academic and extracurricular. If you made the Dean's List for several semesters be sure you point that out. Likewise, if you received a high honor in an organization or club, highlight this accomplishment.

(Information taken from National Business Employers Weekly: Résumés)

REVISING YOUR RÉSUMÉ

Test market your résumé: Give your résumé to several people you trust to give you honest feedback. You should try to get the opinions of people in the industry, professionals/faculty/advisors in the field who know you, people who understand the résumé format, the MU Career Center, professionals in your division's career services office (if applicable), and people who do well with grammar and editing. Be sure to use all accessible resources. Visiting websites is one great way to learn more about how a company works.

Utilize the MU Career Center: Résumé reviews are essential in the résumé writing process. You can bring a typed draft of your résumé and a Career Specialist at the MU Career Center will talk with you one-on-one about what you have done well and what needs improvement. This does not require an appointment and usually takes about 20-30 minutes. The Career Center has many other programs and resources that may assist you in your job search as well.

Revise your résumé: Consider what you have learned through research and your test market. Pay close attention to the words you choose. Look at the verb suggestions and the "Things to Keep in Mind" pages in this packet. Follow the same basic rules as described in the "make a rough draft of your résumé" section. Continue to have people review your résumé after each revision you make.

Put your résumé on high quality paper: Make sure that your résumé and reference sheet are both on the same color paper and use the same font. If you have a cover letter, use the same type of paper for it, too. Don't use an exotic paper stock or color. In most cases, the best paper to use is 20 lb. in white, off white, light tan, or light gray. Be aware when choosing paper types that marbled paper does not fax or scan well, in case an employer would be faxing or scanning your information to a co-worker, etc.

Proofread your résumé a final time before sending it out: Make sure there are no grammatical errors or misspelled words. Also, check to see that you are consistent in using fonts, spacing, and overall style throughout your résumé, reference sheet, and cover letter. Do not staple anything together. If you want to attach anything, use a paperclip. It is ideal to put your résumé in a large envelope to prevent creases.

THINGS TO KEEP IN MIND

Regardless of the format you choose, there are a few things you should remember as you are writing your résumé. Below are some reference tips as you construct both your rough and final drafts.

The size of your name: Your name should be large and bold at the top of your résumé. It should stand out clearly.

Contact information: If you are an undergraduate, you may include a permanent and a current address as well as a phone number. Typically, you will include only one email. Be sure to only include job-related information. Leave out personal information such as height, weight, birth date, marital status, sex, age, race, number of dependents, religion, health, national origin, hobbies, etc.

Avoid abbreviations: Spell out everything on your résumé as it adds a touch of professionalism to what you want to be as formal a document as possible. Any words in the address, the name of states, and type of degree you have should never be abbreviated.

Be brief and concise: Most employers only look at résumés for *20-40 seconds*. Résumés are similar to brochures and advertisements: their purpose is to highlight experience and entice the potential "buyer" to get better acquainted with the product. Hit the most important or relevant points (i.e. pertains directly to the position for which you are applying).

Be consistent: Put all information in a logical order and keep your style consistent throughout the résumé. Make sure information is easy to read and understand. Keep the way in which you list work experience, activities, honors, and related skills the same. This will make it easier for the person reading the résumé. It will also show them that you took time on your résumé and were very detail oriented when constructing it.

Don't use a template: Try to avoid using a computer-based template when creating your résumé. There are several reasons for this. First, it limits your creative ability. With a template, you aren't able to organize your résumé exactly how you want. Second, most people who will be looking at your résumé will look at hundreds of résumés a day. They will be able to spot a template very easily because they have seen so many of the same style come across their desk. Stand out by not using a template.

Prioritize: *Always* put the most important and relevant information *first* on your résumé. If you think that your related work experience or involvement is more impressive than the degree you are pursuing, then list those sections first. If you want to show off your major and what classes you have taken, list those before work experience or activities. This pertains to your bullets as well; make sure your descriptions are in order of importance and relevance.

Keep descriptions positive: Even though you might have left a previous job on bad terms, do not let that come across on your résumé. If this is the case, simply describe what your duties were and what skills you gained and try to avoid the reason(s) why you left.

Use consistent verb tenses: One of the biggest debates regarding résumés is which tense should be used when describing experiences. Some people suggest using past tense for all descriptions including positions that are still held. Other people recommend using present tense if you are still in the job and using past tense for all previous jobs. Either way can be used, but be sure to pick one and stick with it.

Length: One page is preferred for a new college graduate. If your experience warrants it, two pages are acceptable, but only if you utilize the full two pages.

Eliminate personal pronouns: Don't include words such as "I", "me", or "mine" in your résumé as it is assumed you did all things listed. Begin your points with action verbs, such as "Modified" or "Generated."

Utilize spell-check: Be sure to check all spelling on your résumé. Do not be too wordy; include only crucial qualifying details. Also, do not overuse the same adjectives, adverbs, or verbs.

Keep it professional: Do not use overly fancy typesetting or binding, exotic paper stock and colors, or photographs if it is inappropriate for the field. It is desirable to use résumé paper, but do not go overboard. Make sure your paper style matches between résumé, cover letter, and reference sheet.

Tailor if possible: Too many résumés arrive on employers' desks unsolicited with little or no connection to the organization. Targeted cover letters, directed to an identified person in the organization, are much more successful.

(Some information taken from National Business Employment Weekly: Résumés)

SAMPLE RÉSUMÉS

Pages 8-11 contain examples of both chronological and functional résumés, as well as a reference sheet example. Refer to the example on this page if you want more information about what to include under each section and for descriptions of the different topic areas. For typical examples both functional and chronological résumés, reference the résumés on pages 9 and 10.

Your Name

4890 West Boulevard #3B ■ City, State 54321 ■ (573) 555-5555 ■ pawprint@mail.missouri.edu

EDUCATION

University of Missouri
Degree (Bachelor of Arts) in Major (English)
Minor/Emphasis Areas:

Columbia, Missouri
Graduation Date: Month Year
Cumulative GPA: 3.0

SUMMARY OF QUALIFICATIONS (Optional - this is relevant for a more functional resume)

- Describe personal attributes that make you an attractive candidate (e.g., work effectively in a team, dedicated employee with exceptional work ethic, motivating leadership style, etc.).
- Talk about the nature of your experience or the amount of time you have worked in a particular field.
- Discuss what you are passionate about and the unique traits that make you excel.

WORK EXPERIENCE

Job Title, Organization Name
City, State

Month Year - Present

- Begin phrase with past tense action verb describing your duties and accomplishments.
- Emphasize the transferable skills you acquired that relate to future jobs (e.g., customer service, attention to detail, accounting, public speaking, etc.).
- Include important duties or roles that may not be obvious to your job title, such as training, supervising or hiring other employees.

Job Title, Organization Name
City, State

Month Year - Month Year

- Begin phrase with past tense action verb describing your duties and accomplishments.
- Emphasize the transferable skills you acquired that relate to future jobs
- Include important duties or roles that may not be obvious to your job title.

LEADERSHIP EXPERIENCE

Title (Vice President), Organization Name, Month Year - Month Year

- Begin phrase with past tense action verb describing your duties and accomplishments.
- Emphasize transferable skills and include important duties and roles.
- Discuss the impact you had as a student leader and the initiatives you led.

Title (Treasurer), Organization Name, Month Year - Month Year

- In addition to your duties, you might also describe your leadership style.
- Emphasize the outcomes you accomplished as a leader.
- Use numbers to help employers grasp the scope of your responsibilities (number of members, budget figures, etc.).

VOLUNTEER EXPERIENCE

Organization Name, Month Year - Month Year

Organization Name, Month Year or Semester (If a one time or temporary project)

Organization Name, Month Year or Semester (If a one time or temporary project)

COMPUTER SKILLS (Optional)

List the computer programs you are proficient in (you may include operating systems (Mac and PC), Internet browsers (Firefox, Explorer, etc.) as well as specific software programs (Word, Excel, PowerPoint, etc.)

Example: Functional

Truman T. Tiger

50 Faurot Field • Columbia, Missouri 65211
(573) 882-0878 • tiger456@mail.mizzou.edu

COMPETENCIES

Financial Skills

- Assisted in the completion of labor accounting and asset management audits for a large corporation.
- Worked with a team of 7 peers reviewing internal controls within several departments.

Communication Skills

- Greeted and served customers in a timely and courteous manner.
- Reviewed audit findings with all levels of corporate management in both presentations and individual meetings.
- Acquired verbal communication abilities through one-on-one interactions with parents and their children.

Creative Skills

- Designed advertisements with the use of desktop publishing programs.
- Developed organizational and design skills displaying various merchandise.
- Created weekly curriculums and projects related to given themes for children.

EDUCATION

Bachelor of Science in Accountancy
University of Missouri: Columbia, Missouri
Minor: History
Anticipated Graduation Date: May 2011

WORK EXPERIENCE

Sales Associate, *Breaktime Service Station*
Columbia, Missouri, January 2010 - Present.

Internal Auditor, *Davis Internal Auditing*
Kansas City, Missouri, September 2008 - November 2009.

Camp Counselor, *Camp Arcadia*
Lee's Summit, Missouri, June 2007- August 2007.

VOLUNTEER EXPERIENCE

Volunteer, *Humane Society*, January 2009 - Present.

Publicity Co-Chair, *Habitat for Humanity*, November 2008 - December 2008.

Student Representative, *Ronald McDonald House*, August 2008 - June 2008.

HONORS & ACTIVITIES

Joe Phillips Scholarship
Missouri Bright Flight Scholar

President, Chi Alpha Theta, 2008-2009
Dean's List - 4 out of 5 semesters

Example: References

Truman T. Tiger

Current Address

50 Faurot Field
Columbia, Missouri 65211
(573) 882-CATS
tiger@mail.mizzou.edu

Permanent Address

Six Column Drive
Tigerland, Missouri 65000
(573) 828-1997

REFERENCES

Dan Williams

Manager
Breaktime Service Station
203 South Providence Road
Columbia, Missouri 65201
573) 886-7851, dwilliams@breaktime.com

Jeff Dare

Audit Manager
Davis Internal Auditing
110 Salisbury Drive
Kansas City, Missouri 66821
(816) 442-0256, jeff.dare@davisia.org

Vera Thomas

Director
Camp Arcadia
499 West Avenue
Lee's Summit, Missouri 66345
(816) 414-7328, verathomas@gmail.com

James Mason

Regional Advisor
Chi Alpha Theta Fraternity
568 Calloway Lane
Hundred Acre Woods, Nebraska 68970
(645) 284-6904, masonj@catf.org

ELECTRONIC RÉSUMÉS

Some employers may ask you to send an electronic copy of your résumé. Below is a list of electronic formatting options should you be asked to do so.

Attachment: This is typically the format preferred by employers. You can email your résumé as a PDF, Word, Publisher, or HTML document as an attachment. This is good because there is no extra work involved and it looks like you want it to as far as format and styling go. However, there can be compatibility problems if, for example, you send your résumé as a Microsoft Word document and the employer does not have Microsoft Word. In addition, the employer may not open the attachment for fear of viruses or because of company policy. If you are able to, sending your résumé as an **HTML or PDF** attachment will be the most compatible options.

Body of an Email: This format is good because it is simple and most employers can access it. The downside is that you don't have as much control over format and style (you don't really know how it will show up on their screen). Employers usually have a preference for the text format used in email. A standard "text" format is simply text void of any special styles like bold, italic, or underlining. A "rich text" format allows you to design your text with special styles. Finally, a text in "HTML" format is written as a web document. To select a format for your e-mail, use the formatting option on your e-mail program (Outlook, Eudora, etc.). Plain text is sometimes the best way to transmit a résumé, but you lose formatting.

HireMizzouTigers: You may upload your résumé on www.HireMizzouTigers.com for the opportunity to submit your résumé to positions and, if you wish, have it viewed by employers who may do a search for candidates with your skills and experience. This comprehensive website is designed exclusively for MU students and alums. There are several other pre-existing on-line résumé forms; they can be found in many internet job search engines or internet résumé help guides. This source gives many employers access to your résumé and allows you an easy way to refer an employer to your résumé. Unfortunately, it provides access for just about anyone to look at your contact information. You must also be very careful about keeping all of your online résumés up to date. Finally, you may not be able to send it to a specific employer, and many employers do not use this source yet.

For more information, check out our *Guide Job Searching*.

Scanned Copies: Some companies will scan your résumé into a database and will let their computers make an initial cut. Because of this, you must make sure to include keywords and nouns for your profession. Avoid using underline, italics, large graphics, and fancy fonts as they will not scan well.

Fax: People still do fax résumés because it is quick and simple. Keep in mind the tips for scanning a résumé and keep it simple since many faxed résumés are scanned. Be aware that faxing can be expensive, and it may not turn out as you expect. Faxing it to yourself first may be a good way to see how it turns out.

For more information, check out our *Guide to Career Related Internet Sites*

Tips for Electronic Résumés

Think nouns: By emphasizing nouns (i.e. key words), your résumé will be more likely to be selected when employers search from a résumé database. If there are catch phrases or words that are popular in your field that describe experiences and skills you have, work them in.

Less is more: Use a straightforward font—nothing fancy that could turn into squiggles when uploaded. Avoid underlining, bold, italics, and graphics.

Use white space: Gaps between texts allow the computer to recognize where a topic ends and another begins.

Use common language: To maximize “hits,” use language everyone knows. Do not use abbreviations.

Keep it short: For *new* graduates—one page maximum; senior executives up to three.

FOLLOW-UP

When sending out résumés, be sure to keep a record of to whom you have sent résumés and the dates of when the résumés were sent. Typically, in a cover letter, you will let the employer know your intentions to follow-up within a certain timeframe

For more information, check out our *Guide to Cover Letters*.

Here are some follow-up suggestions:

On the phone: Give the employer a call, and remind them who you are, and when you sent in your résumé. Let them know that you are calling just to follow-up and to see if they have any additional questions they wanted to ask you. This is also a good time to casually ask if they have had a chance to review your résumé and to see if they have been considering a next step. Thank the employer for their time and reiterate that they can contact you either by phone or e-mail with any questions.

Via email: If you feel more comfortable contacting the employer through email, or if you feel this is the best way to get in contact with them, the format of your follow-up will be slightly different. In the subject, you can write something as simple as “Follow-up,” or you can be more specific. Address the person with a formal Mr. /Mrs. /Ms. and proceed to remind them of who you are and when you submitted your materials. Let them know that you are just checking to see if they have had a chance to look over your résumé. Also, remind them of the position for which you are applying. Reiterate your contact information and thank them for their time.

By letter: To the right is an example of an appropriate follow-up letter. The format will be very business formal at the top. The rest of the letter will follow the format of the email format mentioned above. At the end of the letter, a closing such as “Sincerely” is appropriate, and then you will sign your name.

June 30, 2012

123 Elm Street
Columbia, Missouri 65202

Mrs. Jane Doe
Title
Company
Address

Dear Mrs. Doe,

I am sending this letter to follow-up with the résumé I sent you two weeks ago and hope you have had a chance to review the information. Again, I am interested in the Sales Management position with your St. Louis store. I believe the skills and experience I demonstrate on my resume would make me a valuable addition to your company.

If you have any questions, please feel free to contact me at 555-1234. Thank you for your time and consideration.

Sincerely,

Your Signature

Your Name

ACTION VERBS AND ADVERBS

| | | | | | |
|-----------------------------------|-----------------|------------------|------------------|-----------------------|-----------------|
| Management/ Leadership | corresponded | invented | trained | supplied | planned |
| | defined | investigated | transmitted | supported | projected |
| | administered | located | tutored | volunteered | reconciled |
| | assigned | measured | | | reduced |
| | attained | organized | Creative | Organizational | researched |
| | chaired | researched | acted | approved | |
| | consolidated | reviewed | composed | arranged | More |
| | contracted | solved | conceptualized | catalogued | Verbs... |
| | coordinated | summarized | created | categorized | achieved |
| | delegated | surveyed | designed | charted | completed |
| | developed | systematized | directed | classified | contributed |
| | directed | tested | displayed | coded | effected |
| | eliminated | | drew | collected | expanded |
| | enhanced | Technical | entertained | compiled | improved |
| | enforced | applied | fashioned | corresponded | navigated |
| | established | assembled | formulated | distributed | negotiated |
| | evaluated | built | founded | filed | pioneered |
| | executed | calculated | illustrated | generated | perfected |
| | generated | conserved | introduced | implemented | promoted |
| | headed | constructed | invented | inspected | quoted |
| hired | designed | modeled | maintained | reduced | |
| improved | determined | originated | monitored | resolved | |
| incorporated | installed | performed | operated | sparked | |
| increased | maintained | photographed | organized | spoke | |
| inspected | operated | planned | prepared | succeeded | |
| instituted | programmed | revised | processed | supervised | |
| managed | resolved | shaped | provided | surpassed | |
| motivated | specialized | | recorded | transferred | |
| organized | upgraded | Helping | reviewed | unified | |
| oversaw | | advocated | scheduled | | |
| planned | Teaching | aided | sorted | Adverbs | |
| presided | adapted | answered | submitted | accurately | |
| prioritized | advised | assisted | standardized | efficiently | |
| produced | arranged | cared for | systemized | inventively | |
| recommended | clarified | clarified | updated | quickly | |
| reorganized | communicated | counseled | validated | responsibly | |
| reviewed | conducted | diagnosed | verified | successfully | |
| scheduled | coordinated | educated | | uniquely | |
| strengthened | critiqued | encouraged | Financial | effectively | |
| supervised | developed | facilitated | analyzed | | |
| | enabled | familiarized | appraised | | |
| Communication | evaluated | furthered | audited | | |
| addressed | explained | helped | balanced | | |
| advertised | facilitated | influenced | budgeted | | |
| arranged | guided | insured | calculated | | |
| collaborated | individualized | mentored | computed | | |
| communicated | instructed | provided | developed | | |
| composed | motivated | referred | estimated | | |
| condensed | set goals | rehabilitated | forecasted | | |
| contacted | stimulated | resolved | managed | | |
| convinced | taught | simplified | marketed | | |

NEXT STEPS

- ✓ Come to the MU Career Center to have a Career Specialist review your résumé.
- ✓ Visit our Handouts link on <http://career.missouri.edu/resources> to download other handouts in our Career and Major Exploration series.