

NAME

Address ° City, State ZIP

Phone ° Email

EDUCATION

College/University Name, Location

Date-Date

Degree Name and GPA information

- Relevant honors, coursework, etc.
- Additional information

EXPERIENCE

Employer Name, Employer Location

Date-Date

Position

- Insert accomplishment statement here beginning with action verb and ending with measurable results
- Insert accomplishment statement here beginning with action verb and ending with measurable results
- Insert accomplishment statement here beginning with action verb and ending with measurable results

Employer Name, Employer Location

Date-Date

Position

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Employer Name, Employer Location

Date-Date

Position

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ADDITIONAL EXPERIENCE (OR OTHER HEADING)

Other interesting things ° About you ° In a more horizontal format

- Or alternatively, in bullet points

OPTIONAL OTHER HEADING

Could be ° “Honors & Awards” ° “Professional Affiliations” ° “Publications & Presentations” ° Or others

SKILLS & INTERESTS

Language skills ° Hobbies ° Unique things about you

Appendix 2: Action Verb List

These action verbs will help you describe your experiences and accomplishments in concrete, concise terms. Vary your action verbs throughout your resume and select the most powerful verb to describe each accomplishment.

accelerate	clarify	edit	increase	perform	revamp
accomplish	close	effect	incur	pinpoint	review
achieve	co-author	elect	inform	pioneer	revise
acquire	collaborate	eliminate	initiate	plan	revitalize
activate	collect	employ	innovate	prepare	salvage
actuate	combine	encourage	inspect	present	save
adapt	communicate	enforce	inspire	preserve	schedule
address	compile	engineer	instigate	preside	segment
administer	compose	enhance	instruct	prevent	select
advise	compute	enlarge	insure	process	sell
affect	conceive	enrich	install	procure	serve
allocate	conceptualize	establish	instill	produce	service
amend	conclude	estimate	institute	program	settle
amplify	condense	evaluate	interface	promote	shape
analyze	conduct	examine	interpret	prompt	simplify
anticipate	consolidate	exceed	interview	propose	solve
appoint	construct	execute	introduce	prove	specify
appraise	contact	expand	invent	provide	stage
approve	contribute	expedite	investigate	publicize	standardize
arbitrate	contrive	explain	isolate	publish	stimulate
arrange	control	expose	issue	purchase	streamline
assemble	convert	extend	launch	react	strengthen
assess	coordinate	extract	lead	recommend	structure
assist	correct	facilitate	lighten	reconcile	study
assume	counsel	forecast	liquidate	record	suggest
attain	create	form	localize	recruit	summarize
attract	cultivate	formalize	locate	rectify	supersede
audit	decentralize	formulate	maintain	redesign	supervise
augment	decrease	fortify	manage	reduce	supply
author	define	find	market	refine	support
authorize	delegate	frame	minimize	regain	surpass
automate	demonstrate	fulfill	moderate	regulate	survey
avail	design	gain	modernize	reinforce	systematize
award	determine	gather	modify	reject	teach
balance	develop	generate	motivate	relate	terminate
broaden	devise	govern	negotiate	re-negotiate	test
budget	devote	guide	nurture	reorganize	tighten
build	diagram	handle	obtain	replace	trace
buy	direct	hire	offer	report	trade
calculate	discover	identify	operate	represent	train
capture	distribute	illuminate	organize	research	translate
centralize	document	implement	orient	resolve	utilize
challenge	double	improve	originate	restore	write