
Resume and Cover Letter Guide

How to Write a Resume and Cover Letters

By Alison Doyle, About.com

This resume and cover letter guide is designed to assist job seekers who are prepared to look at their accomplishments, skills, and experiences in relation to a job target or targets. It will step you through the process of how to write your resume and cover letters.

How to Write a Resume

Definition

A resume is a written compilation of your education, work experience, credentials, and accomplishments and is used to apply for jobs.

There are several basic types of resumes used to apply for job openings. Depending on your personal circumstances, choose a chronological, a functional, combination, or a targeted resume.

Types of Resumes

There are several basic types of resumes used to apply for job openings.

Depending on your personal circumstances, choose one of the following:

- Chronological Resume
- Functional Resume
- Combination Resume
- Targeted Resume

(continued)

Resume and Cover Letter Guide

Chronological Resume

A chronological resume starts by listing your work history, with the most recent position listed first. Your jobs are listed in reverse chronological order with your current, or most recent job, first. Employers typically prefer this type of resume because it's easy to see what jobs you have held and when you have worked at them.

This type of resume works well for job seekers with a strong, solid work history.

Functional Resume

A functional resume focuses on your skills and experience, rather than on your chronological work history.

It is used most often by people who are changing careers or who have gaps in their employment history.

Combination Resume

A combination resume lists your skills and experience first. Your employment history is listed next. With this type of resume you can highlight the skills you have that are relevant to the job you are applying for, and also provide the chronological work history that employers prefer.

Targeted Resume

A targeted resume is a resume that is customized so that it specifically highlights the experience and skills you have that are relevant to the job you are applying for. It definitely takes more work to write a targeted resume than to just click to apply with your existing resume. However, it's well worth the effort, especially when applying for jobs that are a perfect match for your qualifications and experience.

Mini Resume

A mini resume contains a brief summary of your career highlights qualifications. It can be used for networking purposes or shared upon request from a prospective

Resume and Cover Letter Guide

employer or reference writer who may want an overview of your accomplishments, rather than a full length resume.

Writing Job Descriptions

Before proceeding, you may want to review your descriptions. This will prepare you for actually pulling your resume together.

Skills and Achievements

- Decide whether your explanations can be more concise
- Effort should be made to create effective impact statements
- Highlight skills and achievements, providing only enough detail to support your premises
- Edit out pronouns and articles
- Begin phrases or sentences with your verbs.

For resumes which will be submitted to organizations that will scan them into searchable computer databases, care should be taken to include as many industry and job-specific "Key Words" as possible. (Note: Key words are most often nouns.)

When searching databases for potential candidates, employers seek resumes with the greatest number of "Hits" on "Key Words".

Be Selective

Be selective as to which information you choose to offer. Determine the relevance of any information by putting yourself in your potential employer's position: will this information help convince the employer that you are a worthwhile candidate to interview for the position they are trying to fill?

Resume and Cover Letter Guide

Prioritize Description Information

Next, think about prioritizing the information you provide in each description. Present that which you think is of greatest interest to your potential employer first. For instance, consider the candidate seeking a job in interior design. The resume might reflect a retail experience in which 75% of the candidate's time was spent on the sales floor and 25% was spent designing window and floor displays. Priority, determined by relevance to the employer, dictates that design of window and floor displays should be listed before sales.

Example

Sales Associate, Retail USA, New York, NY October, 2008 - Present

- Designed all large windows using color as primary focus.
- Created engaging point-of-purchase displays for slow moving small items; increased sales of these items by 30%.
- Organized floor displays to maximize space and call attention to latest merchandise.
- Utilized strong interpersonal and communications skills to serve customers; received employee of the month award twice.

Finally, quantify as much information as you can (e.g. numbers, dollar signs, percentages can all help to make your case).

Your Identification

Organizing your resume into a clear, interesting format is the next step. Regardless of the layout you choose, you will begin by listing your name, address, phone number and email near the top. If you can be reached at more than one location during your job search campaign, you may want to list both sets of contact information. You may also want to include a fax number if you have one.

Finally, if you've created a web page that you would want a potential employer to see, include the website address. (e.g. www.yourwebsitename.com)

Resume and Cover Letter Guide

Resume Objective

Some people choose to state their job objective on the resume, as opposed to including it in the body of their cover letter. Stating an objective helps convince employers that you know what you want and are familiar with the field. Stating your objective on your resume is optional, having an objective for your resume is not - you need to be clear on your goal.

In reality, even after careful assessment, your interests may span a number of diverse fields. You may decide to draft more than one resume, each with a different focus. This option allows the separate resumes to highlight the types of skills or qualities most sought after in each unique field. You may choose to include objectives or let the resumes speak for themselves.

If you have interests in a variety of career fields, but the basic skills and qualifications required for those areas are similar, you may be able to use one resume without an objective on it.

The objective should be clarified on each cover letter as it will vary with the particular position, field, and/or employer which you targets.

What to Include in a Resume Objective

On a resume, an objective may be as brief as a job title. Depending on the position, the objective may need supporting information in order to make the target clear. The most effective objective is the one which is most specific about the position and type of employment desired. Conduct informational interviews to find the appropriate title for the type of work you seek.

Examples of Resume Objectives:

- Elementary Education Teacher
- Account executive trainee in small advertising agency.
- Position as clinical practice assistant for health maintenance organization, utilizing writing, research, and leadership skills.

Resume and Cover Letter Guide

Optional Sections

The following resume sections are optional, but, recommended.

Summary Statement

Another option is to include a Summary Statement at the top of the resume (rather than an objective). This would include a brief list of the highlights of your candidacy and works especially well for people with a significant amount of experience. For example:

- Production assistant/intern for nationally broadcast television series
- Assistant to producer/intern for regional film festival
- Experience in radio production at college-based radio station
- Degree in English and Art, graduated with honors
- Member, American Broadcast Association

Career Highlights / Qualifications

This section of the resume is usually a series of bulleted points that emphasize your most important career experience, your skills, your personality traits and characteristics, and some key accomplishments from your work history as they relate to the job for which you are applying.

Resume Format Options

A very common resume format is the chronological resume. This format divides paid and non-paid experiences, and presents them in reverse-chronological order. This format is very effective for highlighting a work history, especially if upward movement is evident.

Resume and Cover Letter Guide

Career Summary

Definition

A career summary is a section of your resume that includes a brief overview of your experience, skills, and accomplishments targeted to the job you are applying for. It's important to take the time to write a career summary that is a strong match with your jobs of interest.

Resume Objective - Listing an Objective on Your Resume

Definition

Key words are most often nouns.

A resume objective is a statement of your goals for employment, typically listed at the top of your resume.

Stating an objective is optional, but it can help convince employers that you know what you want and are familiar with the field. The most effective objective is the one which is specific about the position and type of employment desired.

Resume Objective Statements

When writing a resume, some people choose to state an objective on their resume, rather than including it in the body of their cover letter.

Stating an objective can convince employers that you know your what you want to do and are familiar with the field. Stating your objective on your resume is optional, having an objective for your resume is not - you need to be clear about your employment goals.

Resume and Cover Letter Guide

Customize Your Resume Objective

If you include an objective on your resume, it's important to customize the resume objective to match the position you are applying for. The more specific you are, the better chance you have of being considered for the job you are interested in.

Sample Resume Objective Statements

Obtain a position at XYZ company where I can maximize my management skills, quality assurance, program development, and training experience.

- Account executive trainee at ABCD advertising agency
- Position as clinical practice assistant for health maintenance organization, utilizing writing, research, and leadership skills
- Elementary education teacher at small independent school
- Customer service management where my experience can be utilized to improve customer satisfaction
- Create integrated strategies to develop and expand existing customer sales, brand/product evolution, and media endorsement
- Management position where I can effectively utilize my expertise in human relations, project management, and staff recruitment and retention
- Marketing position that utilizes my writing skills and enables me to make a positive contribution to the organization
- Search engine optimization position where I can use my SEO skills and experience to increase site traffic and search engine placement
- To secure a position with a well established organization with a stable environment that will lead to a lasting relationship in the field of finance

Resume and Cover Letter Guide

- To obtain a position that will enable me to use my strong organizational skills, educational background, and ability to work well with people.

Resume Summary Statement

Definition

A summary statement can be listed at the top of your resume. If you include a summary statement, it would include a brief list of the highlights of your candidacy. A resume summary statement works especially well for people with a significant amount of experience.

Resume Summary Statement Examples

Production assistant for nationally broadcast television series

Experienced marketing executive

Certified workforce development professional

Seasoned sales professional

Award winning sports writer

Education and Skills Section

Education

For students and recent graduates, the Education section will be the first major category to follow the Identification and Objective or Summary Statement sections. Otherwise, it will go towards the end of your resume. You may choose to include as much or as little of the autobiographical data from your worksheet as you see fit. If you wonder about whether you should include certain information or not, ask yourself whether it will help you in getting an interview. If you believe it will, it probably has a place on your resume.

Identifying Skills

To determine which headings to group your experiences under, try to find the three skills or qualities most important to the job you seek. Typically an employer lists the required skill set as “qualifications” in a job lead (see samples at the end of the Guide). Or, think of your three strongest skills or qualities.

Resume and Cover Letter Guide

The Skills Chart on the next page may help. The Skills column represents those skills which may be useful in many different types of jobs. These are considered transferable. Below these transferable skills are spaces for you to fill in the more career-specific skills you might have, for example, public relations, economics, teaching. Along the top of the chart are areas for you to list experiences identified earlier on your worksheets. Under each experience, you should check the skill you feel you learned/used/mastered.

When you have completed your chart, look for the patterns of skills checked most often. Decide if you would like to use those skills in the job you seek. If you would, use these skills as headings (i.e., communications skills; leadership skills; organizational skills). The chart then acts as an outline of experiences to include in support of your headings.

Descriptions

Select information from your worksheets to support your chosen headings. Try to be concise and specific when writing your descriptions. Past experiences should be written in past tense; present experiences in present tense. Remember to begin statements with verbs (refer to the Skills Lists on the previous pages), use descriptive nouns and list your information in priority order. Include references to accomplishments or recognition whenever possible.

Resume Proofing Checklist

Spelling Mistakes

- Don't use words with which you aren't familiar.
- Use a dictionary as you write.
- Perform a spell check on your finished resume.
- Carefully read every word in your resume. If you write "from" instead of "form," your spell check will be unable to detect your mistake.
- Have a friend or two proofread your resume for you.

Resume and Cover Letter Guide

Punctuation Mistakes

- Check for periods at the end of all full sentences.
- Be consistent in your use of punctuation.
- Always put periods and commas within quotation marks (i.e., Won awards including the "John H. Malcom Memorial Service Award.")
- Avoid using exclamation points.

Grammatical Mistakes

- Do not switch tenses within your resume. The duties you currently perform should be in present tense (i.e., write reports), but ones you may have performed at past jobs should be in past tense (i.e., wrote reports).
- Capitalize all proper nouns.
- When expressing numbers, write out all numbers between one and nine (i.e., one, five, seven), but use numerals for all numbers 10 and above (i.e., 10, 25, 108).
- If you begin a sentence with a numeral, spell out that numeral (i.e., Eleven service awards won while employed.).
- Make sure your date formats are consistent (i.e., 11/22/05 or November 22, 2005, or 11.22.05. Choose one and stick with it.).

Choose Your Words Carefully

- Be on the lookout for the following easily confused words: accept (to receive), except (to exclude), all right (correct), alright (this is not a word), affect (to bring about change), effect (result), personal (private), personnel (staff members), role (a character assigned or a function), roll (to revolve).
- Use action words (i.e., wrote reports, increased revenues, directed staff).

Other Potential Mistakes

- Check dates of all prior employment.
- Check your address and phone number - are they still current and correct?
- Check the number of returns separating your categories: are they consistent?
- Check abbreviation of state names. All state abbreviations are two letters - no periods. For example, New York is abbreviated NY, California is CA, and Florida is FL. Look up other state abbreviations.

Resume and Cover Letter Guide

Design Is Important

- Don't overcrowd your resume; allow for plenty of white space.
- Keep your resume to one page whenever possible.
- Keep the number of fonts you use to a minimum -- two at the most.
- Use a font that is easy to read. Do not justify the lines of type on your resume. Allow the right side of the page to "rag."
- Do not overuse capitalization, italics, underlines, or other emphasizing features.
- Make sure your name, address, phone number and email address appear on your resume and all correspondence, preferably at the top of the page.
- Print your resume on white or cream paper using a good-quality printer.
- Print on one side of the paper only.

What To Omit

Omit salary history.

Omit sex, age, race, marital status, or other similar personal information.

Posting Your Resume

Resume Posting Services

I typically don't refer job seekers to web sites that charge for products or services, because it's difficult for me to vouch for the quality of the product or service provided. Considering, though, the time and effort it takes to post your resume online, I'd be amiss if I didn't mention the services that will do it for you.

I am not endorsing any particular service, but, I do want to let you know that they're available. Resume services can save you time and energy, plus they can assist in getting broad exposure for your resume.

Post Your Resume Yourself

There are hundreds of sites where you can post your resume online. Some sites, let you upload an existing resume with the click of a button. On other sites, you can cut and paste or use a resume building wizard. Since it's time consuming, start with the top job sites. Keep track of where you've posted and make a list of your login names and passwords. That will save some time if you need to edit or change your resume.

Resume and Cover Letter Guide

Resume Posting Versus Blasting

There's a difference between posting your resume to job sites and blasting it all over creation. When you post your resume it will be uploaded to a list of specific job sites like Monster, CareerBuilder, and Yahoo! HotJobs.

ResumeRabbit, for example, posts your resume to 75 of the top career sites. You'll get login information for each site, so you can update your resume and apply directly to job postings on each site. "Job searching can be overwhelming and time-consuming, especially in a recession. ResumeRabbit.com efficiently cuts through the clutter and saves job seekers endless research and data entry time," said Lee Marc, Managing Director and Co-founder of eDirect Publishing LLC. Marc and his partners developed ResumeRabbit.com, after the acquisition and management of a human resource consultancy firm convinced them of the need to simplify the online job search process.

In contrast to the more selective resume posting services, when you blast your resume it's sent via email to thousands of employers and recruiters. However, some resume blasting services like ResumeMailman and ResumeZapper will let you target only recruiters who requested to receive resumes in specific industries and geographic regions and will send you a list of the recruiters your resume was sent to.

Here's what to consider before posting or blasting:

- Do you need your resume posted on so many sites?
- Do you have time to post your own resume?
- Does the time-savings justify the expense?
- Do you need thousands of recruiters receiving your resume?

If you do choose to use these services, remember they are only one tool and should be integrated into your overall job search strategy. Lee Marc says, "In today's competitive job market, it's important to realize that finding a job, is in itself a full time job. To give yourself a competitive advantage, it's important to work smart and cover a lot of ground. Today's serious job seeker must take a multi-pronged approach to succeed.

This should include networking, reading all the classifieds and searching job listings on all the career sites daily. It is also invaluable to send your resume to many targeted

Resume and Cover Letter Guide

recruiters and post your resume to all of the top career sites which are searched by over a million hiring managers daily."

Posting Your Resume Online

When you post your resume on the web you are advertising "I'm available for work" on job databases to thousands of recruiters and employers searching for just the right person. Prior to posting your resume prepare a simple version that is easily transferable to a variety of formats.

Ways to Post Your Resume

There are several methods of posting a resume online including cutting and pasting it into a form, uploading it from a word processing file or sending it via email. Most job sites will have a process in place where you can easily upload your resume from your computer.

Where to Post?

The best place to start is on web sites directly related to your career field, then post on location-based sites and the major job sites.

Jobs

- Job listings, job banks, job sites, local part-time jobs and full-time jobs, jobs listed by career field, and other resources to help find a job.
- Job Listings Directory
- Job search engines sites to find job listings from job boards, company sites, and other job sites, plus the top niche job sites and social media sites, and my recommendations for the best job search sites.

Job Search Engines

Use the job search engines to search the top job banks, company sites, and online newspapers. There are a variety of job search engine sites that will search all the online job sites to capture new job postings.

Resume and Cover Letter Guide

Job Search Engine Sites

Job Search Engine Indeed.com

Indeed includes millions of job listings from thousands of web sites, including company career pages, job boards, newspaper classifieds, associations, and blogs. Job seekers may also search job trends and salaries, read and participate in discussion forums, research companies and even find people working for companies of interest through their online social networks.

Indeed.com has the look and feel of Google and the other top search engines. It's user friendly, uncluttered, and simple and easy to navigate. Using a job search engine will save you time and effort, because you can search many of the top job sites at once.

See: www.indeed.com

Indeed.com Forums

Read and participate in discussion forums, research companies and even find people working for companies of interest through their online social networks.

See: www.indeed.com/forum

How to Use a Resume Template

A resume template can help if your resume needs writing or rewriting. It's always useful to review resume templates and samples when you are writing your resume, so you can get an idea of what a resume should (and could) look like.

Use a resume template or a sample as a starting point for creating your own resume. Add your information to the resume template, then tweak and edit it to personalize your resume, so it highlights your skills and abilities.

Resume Template for Resume Writing

The following resume template lists the information you need to include on your resume. Use the resume template to generate a list of information to include on your resume, then compile the details from the resume template to format your resume into a customized resume to send to employers.

Resume and Cover Letter Guide

Resume Template

Contact Information

The first section of your resume should include information on how the employer can contact you.

- First Last Name
- Street Address
- City, State, Zip
- Phone (Cell/Home)
- Email Address

Objective (optional)

What do you want to do? If you include this section it should be a sentence or two about your employment goals. A customized objective that describes why you are the perfect candidate for the job can help your resume stand out from the competition.

Career Highlights / Qualifications (optional)

A customized section of your resume that lists key achievements, skills, traits, and experience relevant to the position for which you are applying can serve dual purposes. It highlights your relevant experience and lets the prospective employer know that you have taken the time to create a resume that shows how you are qualified for the job.

Experience

This section of your resume includes your work history. List the companies you worked for, dates of employment, the positions you held and a bulleted list of responsibilities and achievements.

Company #1

- City, State
- Dates Worked
- Job Title

Resume and Cover Letter Guide

- Responsibilities / Achievements

Company #2

- City, State
- Dates Worked
- Job Title
- Responsibilities / Achievements

Education

In the education section of your resume, list the colleges you attended, the degrees you attained, and any special awards and honors you earned.

College, Degree

Awards, Honors

Skills

Include skills related to the position / career field that you are applying for i.e. computer skills, language skills.

References available upon request

There is no need to include references on your resume. Rather, have a separate list of references to give to employers upon request.

Resume and Cover Letter Guide

Appendix A – Resume Builder Services

Free Resume Builders

Online resume builder, resume builder software, and resume wizard software that will help you create a resume. Also, free resume builder sites, resume samples, and templates.

A resume builder can help create a resume for you. A resume builder will step you through the process of building your resume, then compiles your personal information into a formatted resume. You answer questions (name, address, employers, jobs, education, etc.) and the resume builder will compile the information into a resume and format it.

Using a Resume Builder

They don't all work exactly the same way, but basically, you fill in the blanks with your personal information and employment history and the resume builder creates a resume for you. A resume builder can help you with resume writing, but it makes sense to edit the finished product and to be sure that the format looks professional and that the resume reflects the best resume format for your personal circumstances.

Resume Templates for Microsoft Word Users

Microsoft resume templates are available as a free download for Microsoft Word users to use to create a resume or CV. Microsoft Word resume options include basic resumes, job-specific resumes (i.e. banker, computer technician, journeyman electrician) and career-specific resumes (i.e. career change, advanced degree, return to workforce).

There is also a smaller selection of resumes stored in the Templates section of Microsoft Word.

Resume and Cover Letter Guide

To access these resume templates from your computer:

Open Microsoft Word, then click on:

File

New

Templates or New from Template

Click on either:

Templates on Office Online (browse a large selection) or

Templates on My Computer

Other Documents (four resume templates)

To access the Microsoft Resume Templates online:

Please Note: Not all templates may work with all versions of Word, so check before you download. There will be a message next to the download button advising if there are restrictions.

Visit [Microsoft Resume Templates](http://office.microsoft.com/en-us/templates/CT101043371033.aspx),

<http://office.microsoft.com/en-us/templates/CT101043371033.aspx>

browse the resume templates, then click on the resume title to preview the resume sample. Click the Download Now button, then follow the instructions to download the resume template to your computer.

Once you have downloaded or opened a resume template file, type over the text in the file to create your own, personalized resume.

Pongo Resume Builder

Pongo Resume Builder allows you to create your resume, customize it in a variety of formats (it offers a good selection of templates), offers step-by-step guidance, sample phrases, live support, and allows you to create unlimited versions. This part of the service is free. See: www.pongoresume.com

Resume and Cover Letter Guide

To use Pongo beyond creating your resume requires you to subscribe for \$9.95/month or \$59.95/year. Subscription services include printing, downloading, emailing, faxing, tracking, multiple file formats, professional stationary, interview tips, and additional resources.

Building Your Resume With Pongo

Pongo helps you create a complete profile – and takes into consideration "special circumstances" like gaps in employment, frequent job changes, returning to work after long absence, transition from the military, etc.

You start by answering a few simple questions and you're off. You can name your resume and save it under different names in a variety of formats. You can save at any time during the build and it really works in a very user-friendly manner.

Pongo Resume Resources

Pongo can help match your resumes to job listings (local and around the globe). The site also offers articles and a blog, helpful interview tips, and professional writing services, as well.

Resumes.com Resume Builder

Resumes.com is a professional resume builder service where job seekers can get help with resume building and job search management.

Resumes.com has a limited "free membership" option that allows users to develop and electronically share their resume. With the free version, job seekers can use the automated resume posting system to have their resumes emailed to registered employers and recruiters. However, you cannot print or save a copy of your resume.

See: www.resumes.com

Resume and Cover Letter Guide

Resumes.com Paid Membership

The Resumes.com membership option (\$39/year) provides a resume builder, online cover letter and thank you letter creation, resume hosting, and offers an interview guarantee. Members can print and save their resume and job search correspondence.

Members can also download resumes instantly, choose from a variety of formats and styles, access the support system, and email resumes directly to employers.

Emurse.com

Creating a quality resume is a difficult task. Keeping track of your various versions is a hassle. Once you have it all figured out, there's the worry of formats, hard drive failure and viruses.

Emurse allows you to focus on what's most important — writing quality content and selling yourself.

See: www.emurse.com

Jobdig.com

Our service provides a unique jobseeker toolset with a wide range of features and functionality. These include a free resume service, job alerts and an effective job tracker system. We are committed to our goal of building the best job site on the web and will be introducing new features, products and services on a continuous basis.

See: www.resume.jobdig.com/#resume

Myfirstpaycheck.com

We cannot say this enough, having a good resume for perspective employers and for interviews is essential. It shows that you are serious about the position, and that you are mature and responsible. Plus, you can use it to remind yourself of how great you are during interviews.

See: www.myfirstpaycheck.com/resume_guide

Resume and Cover Letter Guide

Optimal Resume

Optimal Resume provides online technology that helps job seekers, career centers, and employers succeed. Our proven software helps job seekers secure employment, career centers manage workflow and improve outcomes

See: www.optimalresume.com

The Resume Place

The Resume Place, Inc. and Kathryn Troutman created the Federal Resume format and we are here to help you individually with your federal application. Your federal resume is the one document that can get you hired into a government job. That's a good start, but there's more to the application. We are the leading experts in this resume format.

See: www.resume-place.com

Getresume.com

We developed a state-of-the-art, fully automated, incredibly easy-to-use, very user-friendly Resume Builder. Create your resume and CV by using a fill in the blanks technique, which will generate a professional resume or CV in minutes!

See: www.getresume.com

USAJobs

In an effort to drive the Federal hiring process toward a universal application format, the Office of Personnel Management (OPM) gathered together several agencies from around the government to create one resume format that would include all of the crucial data required for Federal application into one uniform resume format. The product that resulted was the USAJOBS Resume Builder.

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Resume and Cover Letter Guide

The USAJOBS Resume Builder allows you to create one uniform resume that provides all of the information required by government agencies. Instead of creating multiple resumes in different formats, you can build your resume once and be ready for all job opportunities.

See: www.usajobs.gov/infocenter/resumetips.asp

Resume and Cover Letter Guide

Appendix A - Action Verbs

The following is a list of action words to use in your resumes and cover letters.

Absorb
Accelerate
Access
Accomplish
Accrue
Acquire
Achieve
Act
Activate
Adapt
Address
Adjust
Administer
Advertise
Advise
Advocate
Affirm
Aid
Alert
Align
Allocate
Analyze
Apply
Appraise
Approve
Arbitrate
Arranged
Assemble
Assess
Assign
Assist
Attain
Authorize
Award

Resume and Cover Letter Guide

Begin
Brief
Bring
Broadcast
Budget
Build
Calculate
Campaign
Certify
Chaired
Change
Chart
Check
Choose
Clarify
Classify
Coach
Collaborate
Collate
Collect
Combine
Communicate
Compare
Compile
Complete
Comply
Compose
Compute
Conceptualize
Conclude
Condense
Conduct
Confer
Configure
Connect
Conserve
Consolidate

Resume and Cover Letter Guide

Construct
Consult
Contact
Continue
Contribute
Control
Convert
Convey
Convince
Coordinate
Correspond
Counsel
Critique
Cultivate
Customize
Decide
Declare
Decline
Decorate
Dedicate
Define
Delegate
Deliver
Demonstrate
Depreciate
Describe
Design
Determine
Develop
Devise
Diagnose
Direct
Dispatch
Dispense
Distribute
Document
Draft

Resume and Cover Letter Guide

Edit
Educate
Emphasize
Encourage
Enforce
Engineer
Enhance
Ensure
Establish
Estimate
Evaluate
Examine
Execute
Expand
Expedite
Explain
Fabricate
Facilitate
Finance
Focus
Forecast
Formulate
Foster
Fund
Furnish
Gain
Generate
Graduate
Greet
Guide
Handle
Help
Hire
Host
Identify
Illustrate
Implement

Resume and Cover Letter Guide

Improve
Improvise
Increase
Index
Influence
Inform
Initiate
Innovate
Inspire
Install
Institute
Integrate
Interact
Interview
Introduce
Investigate
Itemize
Join
Justify
Launch
Learn
Lecture
Led
Lessen
Lift
Link
Listen
Maintain
Manage
Manipulate
Map
Market
Measure
Mediate
Merge
Mobilize
Modify

Resume and Cover Letter Guide

Monitor
Motivate
Negotiate
Observe
Obtain
Open
Operate
Order
Organize
Originate
Outpace
Outperform
Participate
Perform
Persuade
Plan
Prepare
Present
Prevent
Printed
Prioritize
Process
Produce
Program
Promote
Propose
Prospect
Prove
Provide
Publicize
Purchase
Pursue
Qualify
Run
Rate
Reach
Receive

Resume and Cover Letter Guide

Recommend
Reconcile
Record
Recruit
Reduce
Refer
Refocus
Regulate
Reorganize
Repair
Replace
Report
Represent
Research
Reserve
Resolve
Respond
Restore
Restructure
Retrieve
Review
Revise
Revitalize
Schedule
Screen
Search
Secure
Select
Send
Serve
Share
Seize
Showcase
Simplify
Solve
Sort
Specialize

Resume and Cover Letter Guide

Specify
Sponsor
Staff
Standardize
Start
Succeed
Suggest
Summarize
Supervise
Supply
Support
Surpass
Survey
Sustain
Target
Teach
Test
Track
Trade
Train
Transact
Transcribe
Transform
Translate
Transmit
Transport
Tutor
Unite
Update
Upgrade
Use
Utilize
Validate
Value
Verify
View
Volunteer

Resume and Cover Letter Guide

Watch
Weigh
Witness
Write
Yield

Resume and Cover Letter Guide

Appendix B – Transferable Skill Clusters

<u>Management</u>	<u>Communication</u>	<u>Financial</u>	<u>Helping</u>
Developed	Influenced	Calculated	Related
Planned	Persuaded	Computed	Guided
Organized	Helped	Planned	Led
Executed	Directed	Managed	Adjusted
Supervised	Motivated	Budgeted	Serviced
Assigned	Reasoned	Solved	Referred
Directed	Developed	Accounted	Rendered
Coordinated	Recruited	Audited	Attended
Analyzed	Created	Appraised	Cared
Prioritized	Negotiated	Researched	Sensitivity
Delegated	Arbitrated	Analyzed	Listened
Hired	Arranged	Prepared	Spoke
Fired	Mediated	Detailed	Directed
Recommended	Reconciled	Accuracy	Perceived
Evaluated	Merged	Speed	Intuited
Administered	Obtained	Allocated	Understood
Contracted	Wrote	Administered	Maturity
Produced	Interpreted	Quantified	Team work
Controlled	Enlisted	Developed	Mentored