



Education & Training: Get Set

1. Begin with your most recent education:

Degree or certificate to be earned:

Name of school:

Date of degree:

Major or minor:

GPA if appropriate.

Related coursework: (Optional) List related courses that you have completed, papers that were written, seminars, independent projects that are related to the job you are seeking.

Certifications:

Honors/ Awards:

Computer Languages:

Experience: GO!

Describe jobs, internships, co-op education, volunteer work, and research experiences.

Job Title: _____ Name of organization: _____

City: _____, State _____ Dates of employment: from _____ to _____

Skills used:

Scope of responsibilities:

Description of accomplishments:

Job Title: _____ Name of organization: _____

City: _____, State _____ Dates of employment: from _____ to _____

Skills used:

Scope of responsibilities:

Description of accomplishments:

Job Title: _____ Name of organization: _____

City: _____, State _____ Dates of employment: from _____ to _____

Skills used:

Scope of responsibilities:

Description of accomplishments:



Tips:

- Avoid the use of "I" by using short phrases instead of sentences
- Use the past or present tense of verbs
- Avoid phrases such as "duties included" and "responsible for"
- Use Action verbs (see list on following pages)

Optional Information

Special Categories



This area includes information such as :

Certification:

Interests:

Honors:

Awards:

Language Skills:

Computer Languages:

*Tips: Use self descriptive words when
describing personal strengths or skills*

Virginia Career VIEW.
Virginia Tech 0527.
404 Wallace Hall.
Blacksburg, VA 24061.
www.vacareerview.org.
1-800-542-5870.

Action verbs

G e t S t a r t e d



accomplished
achieved
adapted
advised
administered
analyzed
appraised
approved
assessed
awarded
bolstered
briefed
budgeted
caused
communicated
compared
completed
composed
conceived
conducted
controlled
convinced
coordinated
counseled
created
delegated
demonstrated
designed
determined
developed
directed
dramatized
earned
effected
elected
eliminated
encouraged
enjoyed
enlarged
established
evaluated
excelled

expanded
expedited
financed
forecast
formulated
founded
gathered
generated
guided
implemented
improvised
identified
included
increased
influenced
instructed
interpreted
interviewed
launched
lead
maintained
managed
motivated
negotiated
observed
organized
originated
oversaw
participated
performed
persuaded
pinpointed
pioneered
planned
prepared
processed
provided
qualified
raised
rated
recognized

recommended
reconciled
recruited
reduced
reorganized
rescued
revealed
reviewed
revised
scheduled
scouted
set up
solved
specified
spoke
state
straightened
streamlined
structured
submitted
suggested
supervised
supported
tabulated
taught
trained
translated
transformed
traveled
tutored
updated
unified
utilized
visualized

Action verbs:

1. Select 5 action verbs that describe your skills, education, experience, and accomplishments:
2. Write a short phrase using each of these action verbs related to your skills, experience, education and accomplishments.
3. List 5 additional action verbs that could be used in the phrases above.
4. If you could sum up your educational and work experience in 3 words what action verbs would you use?
5. List 5 action words that seem the most important for your current career interests.

Self descriptive words:

active
adaptable
aggressive
alert
ambitious
analytical
assertive
attentive
broad-minded
capable
competent
competitive
confident
conscientious
consistent
constructive
creative
dependable
descriptive
Determined
diplomatic
disciplined
discreet
economical
efficient
energetic
enterprising
enthusiastic
extroverted
fair
friendly
forceful
helpful
honest
imaginative
independent
industrious
inventive
logical
loyal

mature
methodical
objective
optimistic
opportunistic
organized
original
patient
perceptive
personable
pleasant
positive
practical
precise
productive
prudent
quick
rational
realistic
Reflective
reliable
resourceful
respective
responsible
self-confident
self-reliant
sensible
sense-of-humor
sincere
sophisticated
stable
successful
supportive
systematic
tactful
talented
teachable
tolerant
trustworthy
versatile
will relocate

1. List 5 self descriptive words that describe your work ethic.
2. List 5 self descriptive words that describe you personally.
3. What 5 words would you like others to use to describe you?
4. As an employer for the career that interests you, what 5 words would describe the ideal employee?
5. What 5 words would describe the goals you have for your personal development in the next 6 months?

Resume Checklist

Let's Go!

1. Make sure the following items are NOT on your resume
 - Social security number
 - Weight, Height
 - Age
 - Marital Status
 - Religion
 - Race
2. Your statements start with action verbs.
3. Your most recent education is listed first.
4. Your most recent experience is listed first.
5. References are not included in the resume.
6. The resume has good spacing and avoids crowded text.
7. The resume has positive words.
8. The resume contains the following:
 - Current phone number
 - Current address
 - email address (if checked frequently)
 - A clear concise career objective.
9. The resume has been proofed by at least 2 people.
10. You have read over your resume at least 3 times.
11. You have spell checked and grammatically checked your resume for errors.
12. List any questions or concerns you may have regarding your resume. Talk with a career counselor, teacher, or other professional for additional information and assistance.