

## Resume Resources

### Microsoft Office Online

A large variety of resume templates are available. For a basic resume:

Go to <http://office.microsoft.com>

Click the “Templates” tab

Click “Resumes and CVs”

Click “Job Specific”

Choose “Entry Level Clerk” from page 2 of the job specific resumes

### Lynchburg College

A great page, which contains resume action verbs, that are grouped by skill. Listed Below

Go to <http://www.lynchburg.edu/x1787.xml>

## Resume Action Verbs

### MANAGEMENT SKILLS

- administered
- analyzed
- assigned
- attained
- chaired
- contracted
- consolidated
- coordinated
- delegated
- developed
- directed
- evaluated
- executed
- improved
- increased
- organized
- oversaw
- planned
- prioritized
- produced
- recon
- sche
- stren
- supe

### COMMUNICATION SKILLS

- addressed
- arbitrated
- arranged
- authored
- corresponded
- developed
- directed
- drafted
- edited
- enlisted
- formulated
- influenced
- interpreted
- lectured
- mediated
- moderated
- motivated
- negotiated
- persuaded
- promoted
- publicized
- reconciled
- recru
- spok
- trans
- wrot

### RESEARCH SKILLS

- clarified
- collected
- critiqued
- diagnosed
- evaluated
- examined
- extracted
- identified
- inspected
- interpreted
- interviewed
- investigated
- organized
- reviewed
- summarized
- surveye
- systema

### TECHNICAL SKILLS

- assembled
- built
- calculated
- computed
- designed
- engineered
- fabricated
- maintained
- operated
- overhauled
- programmed
- remodeled
- repaired
- solved
- trained
- upgraded

### TEACHING SKILLS

- adapted
- advised
- clarified
- coached
- communicated
- coordinated
- developed
- enabled
- encouraged
- evaluated
- explained
- facilitated
- guided
- informed
- initiated
- instructed
- persuaded
- set
- goals
- stimul

### FINANCIAL SKILLS

- administered
- allocated
- analyzed
- appraised
- audited
- balanced
- budgeted
- calculated
- computed
- developed
- forecast
- managed
- marketed
- planned
- projected
- researched

## CREATIVE SKILLS

- acted
- conceptualized
- created
- designed
- developed
- directed
- established
- fashioned
- founded
- illustrated
- instituted
- integrated
- introduced
- invented
- originated
- performed
- plan
- review
- share

## HELPING SKILLS

- assessed
- assisted
- clarified
- coached
- counseled
- demonstrated
- diagnosed
- educated
- facilitated
- familiarized
- guided
- referred
- rehabilitate
- represent

## CLERICAL or DETAIL SKILLS

- approved
- arranged
- catalogued
- classified
- collected
- compiled
- dispatched
- executed
- generated
- implemented
- inspected
- monitored
- operated
- organized
- prepared
- processed
- purchased
- recorded
- retrieved
- screened
- specific
- system
- tabular
- validate