Résumé Content Checklist

Heading

[illegible]

Optional: Add your LinkedIn profile address or online portfolio address

Summary (optional section)

se three to fve bllet points to highlight specifc ualifcations as defne[illegible]

[illegible]

Education

[illegible]

Experience

[illegible]

Skills

[illegible] ofprofciency

Rams:Pofcient in Ex[illegible]

Languages:German (frst language) Fench (basic)

Activities/involvement

[illegible]

Leadership roles are listed in the Experience section.

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Financial/ Data Skills

[illegible]

Creative Skills

[illegible]

Counseling Skills

[illegible]

Organization/ Detail Skills

[illegible]

Development Skills

[illegible]

Administrative Skills

[illegible]

More Verbs for Accomplishments

[illegible]

Time-Management Skills

[illegible]

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Develop a One-in-a-Million Résumé

Develop a One-in-a-Million Résumé

- ☐
- ☐
- ☐

Strong Skills Statement = Action Verb + Details + Outcome/Result

Action Verb	Details	Outcome/Results

Examples

Before:
After:
☐

Before:
After:

Before:
After:

Before:
After:
☐

Rèsumè Guide, cont...

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Action Verbs for Résumés

Management/ Leadership

Communication/ People Skills

clarified

defined

Problem-Solving Skills

clarified

influenced

specified

identified

fortified

Technical Skills

Teaching Skills

clarified

rectified

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