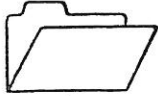


## Types of Resumés



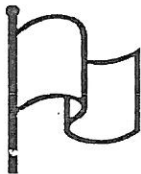
### *Kitchen-Sink Resumé*

A kitchen-sink resumé is your personal "personnel file"....a complete inventory of information relevant to your working life. This master resumé provides all the information you will need to develop more tailored resumés for specific jobs. It includes a complete summary of your work history, education and training, skills and abilities, accomplishments, personal interests, and references. It is for your eyes only!



### *Chronological Resumé*

This is the "traditional" resumé format in which work history is presented in reverse chronological order (most recent first). This type of resumé is particularly useful for highlighting job progression and continuity.



### *Functional Resumé*

A functional resumé is designed to highlight your skills and expertise, and focus on your accomplishments without necessarily indicating when and where they occurred. It is a useful format for underplaying flaws or gaps in your work history, or for downplaying unrelated experience when making a career change. But be careful! For many employers, this type of resumé raises the "red flag" and they immediately ask "What is wrong? Is this a high-risk candidate?"



### *Targeted Resumé*

This type of resumé is tailored to a specific position. It is an effective means of directly relating the relevance of your past work experience to the position for which you are applying. A good "match" between your skills and those required for the position is essential.

## Personal Attributes

able  
accomplished  
active  
adept  
aggressive  
analytical  
assertive  
astute

calm  
capable  
careful  
caring  
communicative  
competent  
composed  
congenial  
conscientious  
consistent  
creative  
curious

dedicated  
dependable  
determined  
devoted  
diligent  
diplomatic  
discerning

easygoing  
efficient  
energetic  
even-tempered  
experienced

fast  
flexible  
forthright  
friendly

genial

giving  
gregarious

hard-working  
helpful  
honest

imaginative  
incisive  
innovative  
inquisitive  
insightful  
intellectual  
intelligent  
intent  
intuitive

knowledgeable

loyal

masterful  
methodical

original  
organized  
outgoing

patient  
perceptive  
persistent  
persuasive  
poised  
positive  
practical  
precise  
productive  
professional  
proficient

qualified  
quick learner

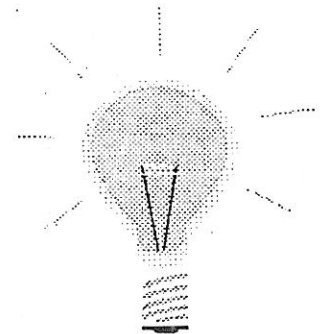
rational  
reliable  
resourceful  
responsible  
results-oriented

self-motivated  
self-starter  
sensible  
sensitive  
skilled  
stable  
strong  
successful  
supportive  
systematic

tenacious  
thorough  
thoughtful  
trustworthy  
truthful

versatile

warm  
well-organized



*Personal attributes let your personality  
shine through!*

## Action Verbs

Describe your skills using action verbs. Review these sample verbs and select those that apply to you.

accelerated	deciphered	halted	participated	satisfied
accentuated	decided	handled	partnered	saved
accomplished	decreased	headed	perceived	scheduled
achieved	defined	hired	perfected	searched
acquired	delegated	honoured	performed	secured
acted	delivered	hosted	persuaded	serviced
adapted	demonstrated	hypothesized	piloted	selected
addressed	deployed		pinpointed	separated
adjudicated	derived	identified	pioneered	served
adjusted	described	illustrated	planned	shaped
administered	designed	imagined	positioned	shared
advanced	detailed	implemented	predicted	shepherded
advised	detected	imported	prepared	simplified
advocated	determined	improved	prescribed	sketched
altered	developed	improvised	presented	slashed
analyzed	devised	incorporated	presided	sold
anchored	diagnosed	increased	processed	solidified
applied	differentiated	influenced	procured	solved
appointed	directed	informed	produced	sparked
appraised	discerned	initiated	programmed	spearheaded
arbitrated	discovered	innovated	progressed	specified
arranged	dispensed	inspected	projected	spoke
articulated	displayed	inspired	promoted	standardized
ascertained	dissected	installed	propelled	started
assembled	distinguished	instituted	proofread	streamlined
assessed	distributed	instructed	proposed	steered
assisted	diversified	integrated	prospected	stimulated
associated	diverted	intensified	protected	strategized
audited	documented	interpreted	proved	strengthened
augmented	dominated	interviewed	provided	studied
authenticated	doubled	introduced	publicized	structured
authored	drafted	invented	published	substantiated
authorized	drew	inventoried	purchased	succeeded
	drove	investigated		suggested
		itemized	qualified	summarized
balanced	earned		quantified	supervised
bestowed	edited	joined	questioned	supplemented
brainstormed	educated	judged		supplied
briefed	effected	justified	raised	supported
broadened	effected		rated	surpassed
budgeted	effected	launched	ratified	synergized
built	elected	led	realigned	synthesized
	eliminated	learned	rebuilt	systematized
calculated	emphasized	lectured	recaptured	
calibrated	empowered	leveraged	received	tabulated
capitalized	enacted	liaised	recognized	talked
captured	encouraged	licensed	recommended	targeted
catalogued	endeavoured	listed	reconciled	taught
catapulted	endorsed			

categorized	endured	listened	recorded	tended
centralized	energized	located	recruited	terminated
chaired	enforced	lowered	redesigned	tested
championed	engineered		reduced	thwarted
changed	enhanced	maintained	reengineered	traced
charted	enlarged	managed	referred	trained
clarified	enlisted	manipulated	refined	transcribed
classified	enlivened	manufactured	regained	transferred
closed	ensured	mapped	regulated	transformed
coached	entrenched	marked	rehabilitated	transitioned
collaborated	equalized	marketed	reinforced	translated
collected	established	mastered	rejuvenated	travelled
combined	estimated	masterminded	remedied	treated
commanded	evaluated	maximized	rendered	trimmed
commercialized	examined	measured	renegotiated	troubleshoot
commoditized	exceeded	mediated	renewed	tutored
communicated	executed	mentored	renovated	
compared	exhibited	merged	reorganized	uncovered
compelled	exhorted	minimized	repaired	unified
compiled	expanded	modelled	reported	united
completed	expedited	moderated	repositioned	updated
composed	experimented	modernized	represented	upgraded
computed	explained	modified	researched	used
conceived	explored	monetized	resolved	utilized
concluded	exported	monitored	responded	
conducted	expressed	motivated	restored	validated
configured	extricated		restructured	verbalized
conserved		narrated	retained	verified
consolidated	fabricated	navigated	retrieved	viewed
constructed	facilitated	negotiated	reviewed	vitalized
consulted	financed	networked	revised	visualized
continued	finalized	nominated	revitalized	
contracted	fixed	normalized		weighed
contrasted	forecasted			welded
controlled	forged	observed		widened
converted	formalized	obtained		won
conveyed	formed	offered		worked
coordinated	formulated	officiated		wrote
corrected	fostered	operated		
corresponded	founded	optimized		
counselled		orchestrated		
crafted	gained	ordered		
created	generated	organized		
critiqued	governed	oriented		
crystallized	graduated	originated		
curtailed	guided	outsourced		
cut		overcame		
		overhauled		
		oversaw		