

# WORDS FOR YOUR RESUME

## ACTION VERBS

Action verbs make your description of your accomplishments stand out. Use them as the first words in bulleted lists of skills, accomplishments and responsibilities.

## KEYWORDS

Keywords are descriptive words and phrases, usually nouns that may be associated with certain industries. By using keywords, you are showing that you have studied certain subjects, know how to use specific tools and have a certain type of skill set.

What key words should you use??

- Keywords and phrases that appear in the job posting
- Visit the employers website, and view for additional keywords
- Talk to people in the industry and ask them about the qualifications for the position.



**Section 2**

**Employment History or Professional Experience**

1. First position title: \_\_\_\_\_

Employers Name: \_\_\_\_\_

Dates Worked: \_\_\_\_\_

What you did in this job:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

2. First position title: \_\_\_\_\_

Employers Name: \_\_\_\_\_

Dates Worked: \_\_\_\_\_

What you did in this job:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

3. First position title: \_\_\_\_\_

Employers Name: \_\_\_\_\_

Dates Worked: \_\_\_\_\_

What you did in this job:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Section 3**

Education Credentials and Training

Achievement: \_\_\_\_\_

School: \_\_\_\_\_

City/Town/Province \_\_\_\_\_

Achievement: \_\_\_\_\_

School: \_\_\_\_\_

City/Town/Province \_\_\_\_\_

AND/OR

Type of Course: \_\_\_\_\_

Training Organization: \_\_\_\_\_

Date Completed: \_\_\_\_\_

Type of Course: \_\_\_\_\_

Training Organization: \_\_\_\_\_

Date Completed: \_\_\_\_\_

Last grade completed: \_\_\_\_\_ Month/Day/Year: \_\_\_\_\_

School: \_\_\_\_\_

City/Town/Province: \_\_\_\_\_