

Résumé Action Verbs

Financial Skills

administered
allocated
analyzed
audited
balanced
budgeted
calculated
computed
developed
forecasted
managed
marketed
planned
projected
researched

Research Skills

clarified
collected
critiqued
evaluated
examined
extracted
identified
inspected
interpreted
interviewed
investigated
organized
reviewed
summarized
surveyed

Communication Skills

addressed
arranged
authored
corresponded
developed
directed
drafted
edited
enlisted
formulated
influenced
interpreted
mediated

moderated
motivated
negotiated
persuaded
promoted
publicized
reconciled
recruited
spoke
translated
wrote

Leadership

accomplished
achieved
attended
chaired
coached
convened
enlisted
facilitated
focused
guided
initiated
instilled
led
strategized

Management Skills

administered
analyzed
assigned
attained
chaired
consolidated
coordinated
delegated
developed
directed
evaluated
executed
improved
increased
organized
oversaw
planned
prioritized
produced

recommended
reviewed
scheduled
strengthened
supervised

Helping Skills

assessed
assisted
clarified
coached
demonstrated
diagnosed
educated
facilitated
familiarized
guided
referred
rehabilitated
represented

Teaching Skills

adapted
advised
clarified
coached
communicated
developed
enabled
evaluated
explained
facilitated
instructed
mentored
persuaded
stimulated

Creative Skills

acted
created
designed
developed
directed
established
founded
illustrated
instituted
integrated

introduced
invented
originated
performed
planned
revitalized
shaped

Clerical/Detailed Skills

approved
arranged
catalogued
classified
collected
compiled
executed
generated
implemented
monitored
operated
organized
prepared
processed
purchased
recorded
retrieved
screened
specified
validated

Technical Skills

assembled
built
calculated
computed
designed
devised
engineered
fabricated
maintained
operated
overhauled
programmed
solved
trained
upgraded
informed

SAMPLE LIBERAL ARTS RESUME (1)

Sarah.smith@assumption.edu

Sarah Smith
508-123-4567

www.linkedin.com/ssmith

EDUCATION

Assumption University, Worcester, MA
Bachelor of Arts, Major: Marketing, Minor: Accounting
Honor's Program, Thesis: *The Impact of Marketing Strategies in a Virtual World*
Dean's List



Consider adding a Project Work section if you lack job experience, or if you have a course that directly relates to the position you are applying for.

May 2022
GPA: 3.68/4.0

Fall 2018 - Present

PROJECT WORK

Marketing Management Project: Led a team of four students to create a marketing campaign for a local business to promote online sales. Created social media content curated for target audience, ages 18 - 34, and increased sales by 10%.
Cost Accounting Project: Completed group project to gather data from multiple Form 990's pertaining to nonprofit organizations. Used data to create activity-based costing and budget for a fictional nonprofit organization. Presented findings to class.

EXPERIENCE

Enterprise Rent-A-Car, Worcester, MA
Management Intern



Be descriptive with 2-4 bullet points, stating what you did, how you did it, and for what purpose in order to paint a clear picture of the role.

September 2021-Present

- Independently manage customer accounts and provide assistance when needed by handling conflict resolution and addressing customer concerns
- Analyze daily reports tracking rental volume by district and make suggestions to improve based on results
- Assist manager with daily tasks such as customer outreach, community marketing and customer acquisition

Stop & Shop, Boston, MA

August 2018-Present

Cashier

- Provide excellent customer service by assisting customers at checkout and bagging groceries during college breaks
- Manage cash drawer of \$500 and balance drawer at beginning and end of shift to ensure accuracy

Child Care Provider, Worcester, MA

September 2016-May 2020

- Cared for three children ages 2-8 three days a week
- Drove children to and from afternoon activities, assisted with homework and prepared snacks
- Entertained children with activities such as games, arts and crafts and imaginative play



Order your experiences by date, with the most current listed first.

ACTIVITIES

Greyhound Association For Marketing Enrichment (GAME)

Spring 2020-Present

VP for Events

- Collaborate with other VPs, faculty and alumni association to organize monthly guest lecturers from the marketing field

Assumption University Field Hockey (NCAA Division II)

Fall 2018-Present

- Participate in community service projects and team fundraising
- Devote 15 hours per week to practice, games and travel while balancing a course load of 15 credits and a part-time job

Campus Activities Board (CAB)

Fall 2018-Fall 2020

SKILLS

- Fluent in Spanish
- Basic proficiency in Microsoft Word, Excel, PowerPoint
- Intermediate knowledge of social media sites such as Instagram, LinkedIn, Twitter, and Facebook



Describe your level of proficiency to best promote yourself and describe your true skill level - Be aware that this is self-ranking!!

SAMPLE LIBERAL ARTS RESUME (2)

PIERRE GREYHOUND

15 Hound Way | Boston, MA 02115

p.greymhound@assumption.edu | 508-123-4567

EDUCATION

Assumption University - Worcester MA

Bachelor of Arts – Major: Sociology, Minor: Criminology

GPA: 3.74/4.0

Alpha Kappa Delta, Sociology Honor's Society

May 2022

May 2021

Consider adding this section if you lack job experience, or if you have courses that directly relate to the positions you're applying to. Describe projects, new knowledge, and accomplishments.



RESEARCH

Sociological Research Methods: Worked in a group of 3 to design and conduct a small-scale research project regarding the effects of low-income neighborhoods on youth. The findings were presented at symposium at the end of the semester.

Social Policy: Examined the nature, purposes, and effectiveness of social policy in America by completing a research project with 3 classmates to assess the successes and failures of the Every Student Succeeds Act.

EXPERIENCE

Juvenile Probation Department, Worcester, MA

Intern

September 2021 - Present

Be descriptive with your bullet points, describing how you performed tasks and for what purpose in order to paint a complete picture of the role.



- Assist Associate Probation Officer in reviewing files and cases to prepare for court hearings
- Complete intake forms and initial interviews for families who had open cases for Care and Protection
- Observe Associate Probation Officer during meetings with juveniles to verifying adherence to probation terms

Stop & Shop, Boston, MA

August 2018- Present

Shift Supervisor

- Manage a team of 5-7 employees each shift by ensuring that all departments are accounted for, assigning break times to each team member, and covering duties for team members who do not report for work
- Offer extra support to cashiers who have customers with special requests, concerns, or complaints
- Perform closing managerial duties, such as closing out each register and checking out each employee, at the end of night shifts

Cashier

August 2016 - August 2018

- Provided excellent customer service by assisting customers at checkout and bagging groceries
- Managed cash drawer of \$500 and balanced drawer at beginning and end of shift to ensure accuracy

Child Care Provider, Worcester, MA

September 2015- August 2019

- Cared for three children ages 2-8 three days a week by driving them to and from afternoon activities, assisting with homework and preparing snacks
- Entertained children with activities such as games, arts and crafts and imaginative play

Order your experience by date, with most current listed first.



ACTIVITIES/VOLUNTEER

Assumption University Reach Out Center, Worcester, MA

September 2018 - Present

- Our Lady of the Angels, After School Tutor
- Big Brother/Big Sister of Central Massachusetts, Volunteer

SKILLS

- Basic proficiency in Microsoft Word, Excel, PowerPoint
- Intermediate knowledge of social media sites such as LinkedIn, Twitter, Facebook
- First-aid and CPR certified

Describe your level of proficiency to best promote yourself and describe your true skill level – Be aware that this is self-ranking!



Sarah Smith

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EDUCATION

Assumption University, Worcester, MA
 Bachelor of Arts, Major: Human Services and Rehabilitation Studies
 Minor: Psychology
 Dean's List

May 2021
 GPA: 3.0/4.0

Fall 2018, Fall 2019 – Present

Study Abroad: Assumption College, Rome Campus, Rome, Italy

Spring 2019

Include this section if you lack experience in your field. Include projects and/or accomplishments.

COURSEWORK

Principles of Case Management: Developed a persona and worked with a classmate taking turns as both the client and case manager. All client information regarding the disability and presenting problem was documented and compiled into a file for review at the end of the semester.

Abnormal Psychology: Achieved an understanding of the nature and impact of various disorders on individuals, such as personality and eating disorders. Through case studies and working with peers, the class gained a deeper understanding of the topics studied.

INTERNSHIP EXPERIENCE

Center for Living & Working, Worcester, MA
Intern

January 2021 – May 2021

Describe each experience in 2-4 bullets. Be sure to be specific about what you did and how you did it to paint a clear picture. Quantify wherever possible.

- 400 hour internship in the Deaf & Hard of Hearing Independent Living Services department at a non-profit independent living services organization
- Collaborated with coworkers and deaf and hard of hearing consumers to empower them to live independently through services such as skills training, advocacy, and acquiring assistive technology
- Utilized American Sign Language while working in the Deaf community and with deaf coworkers

WORK EXPERIENCE

Stop & Shop, Boston, MA
Cashier

August 2016 – Present

- Provide excellent customer service by assisting customers at checkout and bagging groceries
- Manage cash drawer of \$500 and balanced drawer at beginning and end of shift to ensure accuracy

Child Care Provider, Worcester, MA

September 2014 – May 2016

- Cared for three children ages 2-8 three days a week
- Drove children to and from afternoon activities, assisted with homework and prepared snacks
- Entertained children with activities such as games, arts and crafts and imaginative play

Order each experience by date, with the most current first.

ACTIVITIES

African Community Education After School Program (ACE), Worcester, MA

May 2018 – Present

- Volunteer 2 days a week by providing academic support and engaging in extracurricular activities with children ages 8 – 12
- Assist with the development of workshops for African refugees and immigrant youth

SKILLS

- Basic proficiency in Microsoft Word, Excel, PowerPoint
- Advanced understanding of ASL

Describe your proficiency level to best promote yourself and your true skill level. Be aware that this is self-ranking!!