

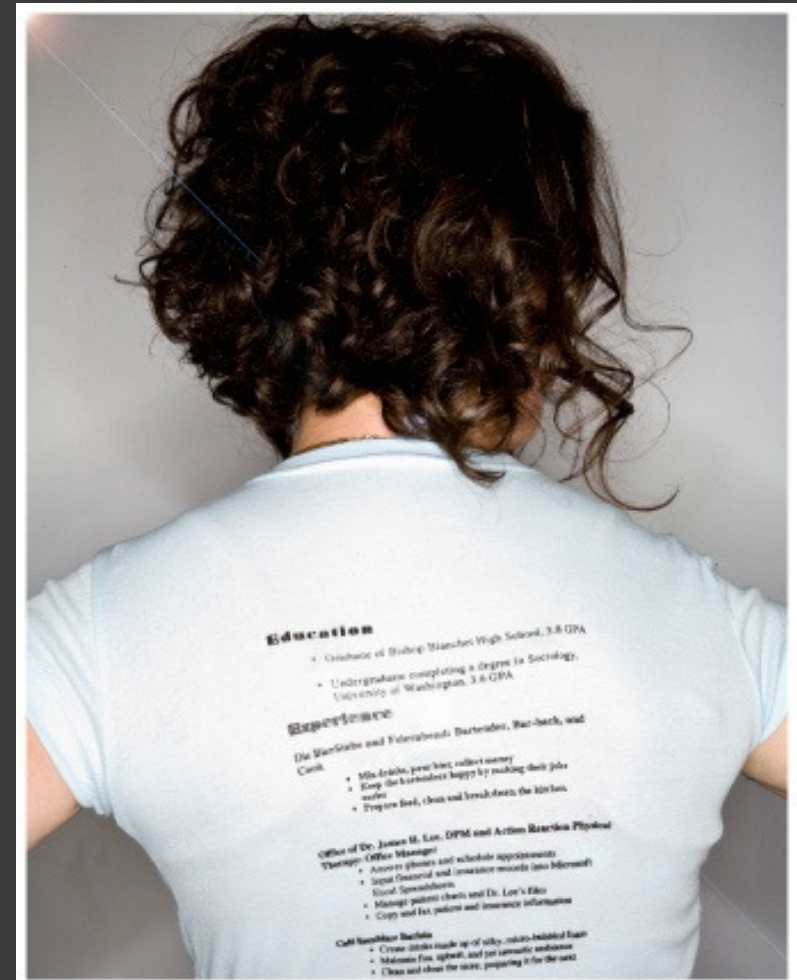
# RESUME GUIDE FOR STUDENTS AND FRESHERS

Based on

SmartResume

An Initiative by

[www.twenty19.com](http://www.twenty19.com)





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**SmartResume**

Brought to you by **SmartResume**, a product based on the study on the Student Resume Technology in India conducted in January 2010.

**Do feel free to share this guide with whomever you believe would benefit from it. THANK YOU.**



# HELLO!

## This is an initiative by the **Twenty19** team

Twenty19 ([www.twenty19.com](http://www.twenty19.com)) is an platform that helps students to “Do More” during college. At Twenty19, we believe that the real learning and value for a student is by DOing more things and taking more initiatives outside the college curriculum. Our team is always on the lookout for any opportunities to share with the students on the portal so that they can take part in opportunities of their interest and learn and benefit from them.

## Visit [www.twenty19.com](http://www.twenty19.com) for:

- **Internships:** Search for Internships across India and apply
- **Student Opportunities:** Know about the latest opportunities you can participate in such as tech-fests, internships, college culturals, symposiums, scholarships, volunteering opportunities, conferences, student contests and competitions, workshops and more

**Of Course, Twenty19 is completely FREE for Students ;)**



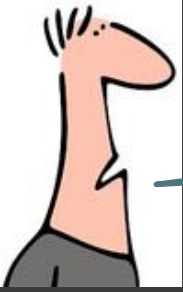
## WHAT THIS GUIDE CONTAINS...

<b>UNDERSTANDING THE RESUME</b>	<b>6 - 9</b>
<b>STEP 1 to STEP 10 - GUIDE</b>	<b>10 - 35</b>
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# LETS BEGIN!

## UNDERSTANDING THE RESUME: BASICS



*First things first! Be crystal clear on what a resume is and what purpose is it going to serve.*

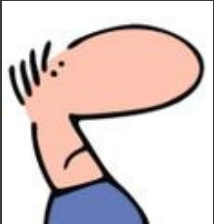
- The resume is a well presented 1-2 page summary of your background and credentials.
- The sole purpose of your resume is to effectively sell your credentials for the purpose of employment, admission to Universities, consideration for a scholarship or fellowship, or other professional purposes.

**If you're seeking employment you must know:**

- Your resume is to get you an interview, not a job!
- Your resume will be screened by an employer for just 15-20 seconds. That's all the time your resume has to make an impact!

# UNDERSTANDING THE RESUME: SECTIONS

*These are the different **sections** that will go into your resume. They will appear on your resume in the same order as mentioned here*

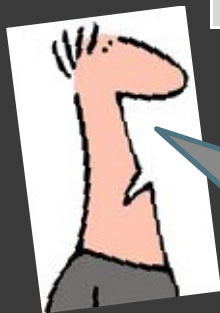


Section	What is the employer looking for
<b>1.Header</b>	Your identity and to contact you
<b>2.Objective</b>	To check if their requirement and your objective match
<b>3.Education</b>	To check if you have the basic qualification for the job/ internship you are applying for
<b>4.Practical Experience/ Projects</b>	To see if you have done anything that reflects your potential capability. Also, to see how different are you from your peers



# UNDERSTANDING THE RESUME: SECTIONS

Section	What is the employer looking for
<b>5.Skills</b>	How equipped are you in terms of your personality traits as well as occupational skills
<b>6.Me on the Web</b>	This is a bonus (The employer is usually not looking for this): Having this section is a BIG value add.
<b>7.Interests</b>	Professional aspects apart, how meaningful is your life?
<b>8.Other (Not in Order)</b>	Is there anything else significant and relevant you want to showcase, that will add value to your resume



*The following slides will guide you to construct each of the above sections.*



# UNDERSTANDING THE RESUME : SAMPLE RESUME

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D.O.B: 16TH SEPTEMBER, 1991

## DIKSHA MANI

### OBJECTIVE

Entry level marketing role in a web based company

### EDUCATION

**B.Tech (Chemical Engineering)** 2006-Present  
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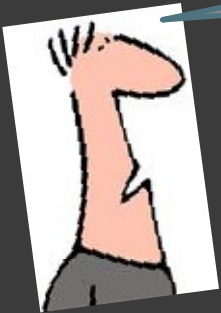


# STEP 1 to STEP 10 GUIDE

## STEP 1

# PREPARATORY WORK & IMPORTANT TIPS

*A little preparation before you start will make your resume making process convenient and quicker. Here is a quick checklist*



- ✓ Educational documents from class 10 onwards to calculate scores
- ✓ Make a list of all things that you want to add on your resume. Like internships, projects, part-time jobs, extra-curricular activities, sports, trainings, skills, interests, etc. The list does not need to be exhaustive, you can always add to the list as you go.

## STEP 1

# PREPARATORY WORK & IMPORTANT TIPS

## TOP MUST-FOLLOW TIPS BEFORE YOU START

- ★ ★ **SPECIFIC POINTS** – Every point on your resume must be specific and must be supported by numbers or tangible/factual information
- ★ Use **ACTION VERBS** (list given on **page 39** onwards) in all your points – They catch attention immediately and make your sentences clear.
- ★ Use **BULLET POINTS**, make them crisp - NO paragraphs
- ★ **DO NOT** mention your “responsibilities” mention what you’ve accomplished
- ★ A Common mistake most of us make while constructing a resume is to copy the format from a friend’s resume and build it based on that. **AVOID THIS**, unless your friend has taken professional help on making a resume.

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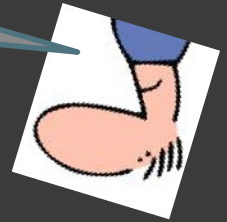
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*Here we go! Lets start with what goes on the top of your resume*

### **Purpose**

You need to give some basic information about yourself, mainly so that they can contact you.



### **Guidelines**

- Fields to include: Name, Current address, email id, phone number, date of Birth (optional)
- Write your name in a bigger font (also make it bold) than the other text

### **Do not**

- Do Not Include your photo
- Do Not write “Resume” as a heading to the file
- Do not give unnecessary details like family information, marital status, etc.
- Do not add these details at the bottom of your resume.
- Do not occupy much space to fill up these details

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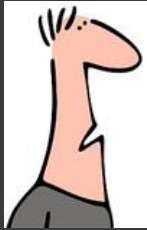
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*Your Objective is the first thing an employer sees on your resume*



### **Heading on Resume: Objective**

#### **Purpose**

To convey to your employer what your goal is. It should be aimed towards getting a particular position in a specific industry

#### **Guidelines**

- Your objective should include the following:
  1. Position wanted
  2. Functional area
  3. Industry wanted
- Be specific and crisp. Restrict it to 15 words.
- Your objective will be different for each role you apply to
- Keep the Employer's requirement in mind while writing the objective! - The objective is not about what you desire from the company, its about the company's need



**Examples****If you are a job seeker:**

1. Entry level programmer in a software development company.
2. A position as a trainee in a petro-chemical company

**If you are seeking an internship:**

1. Intern in a marketing role in a web startup

**Do not**

BIG NO to generic/vague objectives. They are a big turn off.

**Here is a bad example:**

To work for an organization that provides an environment to grow as a professional and the opportunity to add value to the organization through meaningful roles.

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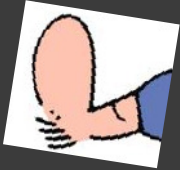
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*The next section in your resume is to highlight your educational qualifications*



### **Heading on Resume: Education**

#### **Purpose**

For the employer to know if you have the basic qualification for the job/ internship you are applying for

#### **Guidelines**

- Write all educational qualifications from class 10 till present. your past and present qualifications, from class 10 till present
  - For Class 10 and 12 - Include School/College name, Board, Stream/Specialization (If any), year of study, Marks/CGPA.
  - For Undergraduate - Include College name, University Name, Degree & Specialization, years of study, Marks/CGPA.
- Write all your qualifications in a reverse chronological order. i.e. the latest qualifications on top

## STEP 4 EDUCATION

## Part 3

### Guidelines (Continued..)

1. You may write the educational qualifications in a tabular format as shown in the example or in a simple one after the other order.
2. When applying to core roles (roles related to your educational background), it's a good idea to display the relevant academic courses in your curriculum.

### Example

Qualification	School/College	University /Board	Year	Stream/ Degree, Specialization	Score
Undergraduate	B.C.M College of Technology, Mumbai	Pune University	2008 - Present	B.Tech Mechanical Engineering	7.8/10
Class 12	Boston Public School, Hyderabad	CBSE	2008	Maths, Physics, Chemistry, Biology	84%
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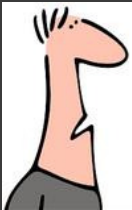
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- I'm an avid trekker and an active member of the Bangalore Trekking Club (BTC) and completed 12 treks with them
- I'm passionate about running and an active member of the "Chennai Runners" and I have run two marathons so far
- I am keen on taking up photography as a part time profession. I am specifically interested in heritage photography. Some of my best shots are displayed on the following link: <http://www.flickr.com/photos/learnthroughheritag>

References will be provided on request

*The Next part of your resume will include the real hands-on work that you have done. This includes **Projects, Internships, Inplant Training, Part-time jobs, Volunteering, Starting up a company and other initiatives you have taken.***

*Based on the number and the nature of initiatives you have taken, you can take a call on whether to have a single heading for this or list them under multiple headings.*



**Heading on Resume** (You can have multiple headings based on the initiatives you have taken): **Projects, Internships, In-Plant Trainings, Volunteer Experience, Initiatives**

### **Purpose**

This is a critical component of your resume, as your hands-on work and the initiatives you have taken apart from your curriculum is what will reflect your real potential as well as differentiate your resume from your peers'

### Guidelines

- You can include the following headings - Title/project name, role, Company/Organization Name, 1-2 line description (brief and specific) time period.
- Time period is a must.
- The entries under each heading must be in a reverse-chronological order.
- Be very specific on what you've accomplished. Add numbers and
- tangible /factual results where ever possible

### Examples

- **Academic Project: Model recycling system to treat Kitchen wastes (Jan 2008 – April 2008)**
  - Designed a model Liquid waste recycling system to treat and completely re-use the liquid wastes from the college kitchens for irrigation in the nearby agricultural land. **Volume:** 10000 lit/day
  - The college has presently implemented this model on a small scale. This will be scaled up on successful operation for one year.

**Examples (Continued...)**

- **The Hindu - Reporter Intern                      April 2008-May 2008 (2Months)**
  - As a reporter for Hindu's daily supplementary "Metro Plus", I received 5 bylines for the articles I contributed in the technology section.
  - I also assisted the ideation team for the daily selection of articles to be published.
  
- **Greenpeace India: Direct dialogue representative  
Feb 2009 – May 2009 (3 Months)**
  - As a member of the Direct Dialogue team, I convinced 100 individuals (target being 60) to sign up to financially support Greenpeace (contribute 200 Rs a month) on a long term basis
  - The pitch to the potential supporters was through a one on one interaction with them, which tested my presentation skills and my ability to debate with them.



**Do Not**

- Do Not write generic statements. It does not give the employer a clear picture of the work you have done. Thus, the employer would assume you have done an internship just for the certificate

Here is a some **bad examples**:

- I worked for Hindu as in the technology division and learnt tremendously. I also contributed quality articles and assisted with ideas.
- I Volunteered for Greenpeace as a direct dialogue representative and achieved targets.

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D.O.B: 10TH SEPTEMBER, 1991

## DIKSHA MANI

### OBJECTIVE

Entry level marketing role in a web based company

### EDUCATION

**B.Tech (Chemical Engineering)** 2006-Present  
SRM Engineering College - Affiliated to Anna University  
CGPA: 7.2/10 (Till 5<sup>th</sup> Semester)

**Class 12** 2006  
Boston Public School, Hyderabad - CBSE Board  
Stream: Mathematics, Physics, Chemistry, Biology  
Score: 84%

**Class 10** 2004  
Shankara Vidyalaya, Chennai - Tamil Nadu State Board  
Score: 92%

### INTERNSHIPS

**Dilsebol.com (an online T-shirt design startup)** April 2009 - June 2009 (2 Months)  
**Role:** SEO Intern  

- Brought the organic Google ranking for the website within top 10 for more than 10 crucial keywords
- Took initiative to develop a 6 month SEO strategic plan for the website

**Geeky Teen.com (A student services portal)** Dec 2008 - Jan 2009 (2 Months)  
**Role:** Social Media Marketing Intern  

- Assisted in developing the social media marketing strategy for the website during launch
- Implemented the social media marketing strategy for the website for Facebook and Twitter. Reached a fan base of 300 on Facebook and generated 1000 unique visitors on the website during the first month of launch.

### VOLUNTEER EXPERIENCE

**Greenpeace India: Direct dialogue representative** Nov 2009 - Present  

- As a member of the Direct Dialogue team, I convinced 100 individuals (target being 60) to sign up to financially support Greenpeace (contribute Rs 100 per month) on a long term basis

**Hope Charitable Trust** Jan 2008 - Jan 2009 (1 year)  

- During weekends, I tutored 30 children adopted by the trust in basic mathematics and Computer skills through workshops and classroom exercises. The children were in the age-group of 8-12 years.

- During the period, I took initiative to develop a standardized curriculum for class 5-7 for Computer Skills
- I also made a 5 minute documentary on the children, which was used as a fund-raising and promotional tool by the trust.

### SOFT SKILLS

- Writing and Analysis:** I have authored over 40 blog entries in my blog on marketing. Most of the entries involve analysis of recent marketing concepts and case studies on specific marketing scenarios.
- Leadership:** Led a team of 10 students during a campaign for Greenpeace India to effectively implement a "no plastic" solution for 20 small retail stores in Chennai.
- Debating and Presentation:** My stint with Greenpeace involved convincing potential supporters through one on one [approaches](http://www.gpe.org). This involved making presentations and debating with them on Greenpeace's work on environmental activism.

### WEB PRESENCE

**Blog: Marketing Magic - My Marketing Blog (40 blog entries)**

- The blog exhibits my ideas, thoughts and the learning specific to the field of Marketing
- The blog entries are mostly based on the analysis of recent marketing concepts and case studies of specific marketing scenarios
- Link: <http://Marketingmagic.blogspot.com/>

**LinkedIn Profile:** <http://in.linkedin.com/in/dikshamani>

- 4 Recommendations

### PROFESSIONAL ARTS

#### Vocal Music

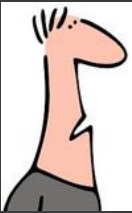
- Learned and practiced carnatic vocal music for the last 8 years
- Completed a 1 year degree in Light Music at Bharatiyar Light Music Academy and sang for the album
- Have performed one hour long solo carnatic vocal concerts on 2 occasions during the Kucheri Season

### INTERESTS

- I'm an avid trekker and an active member of the Bangalore Trekking Club (BTC) and completed 12 treks with them
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*In the previous section, you wrote about what you had DONE. In this section, you will be writing about what you have LEARNT through whatever you have done in the past.*



### Headings on Resume

You can have multiple headings under “Skills”. Common headings that you can include are:

- 1.Soft Skills:** Must include
- 2.Core/Occupational Skills:** Optional. Include if you possess any core skills.
- 3.IT Skills:** Optional. Advisable to include this if you are applying for IT/Software related roles.

### Purpose

Soft Skills: To showcase your personality traits

Core Skills: These are skills you possess relevant to the role you are applying for (Occupational skills)

### Guidelines

- List your skill and add a point which supports your skill the best.
- Make specific points. Add and numbers and tangible results wherever possible
- Pick only 3-4 soft skills that describe you the best (**You can pick from the list of “Top soft skills employers look for” on page 45**)
- Dig your past to discover the best of these skills you possess and the best instance you can quote to support it. Everyone possesses their own unique strengths, its upto you to unearth yours and portray them in the best possible way

### Examples

- **Leadership:** Led a team of 10 students during an campaign for WWF India to implement a "no plastic" solution for 20 small retail stores in Chennai.
- **Adobe Photoshop:** I designed 5 event posters and 6 promotional flyers during my stints with Chennai Event Managers, Radio One and Chennaionline.com

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- During weekends, I tutored 30 children adopted by the trust in basic mathematics and Computer skills through workshops and classroom exercises. The children were in the age-group of 8-12 years.

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- 4 Recommendations

### PROFESSIONAL ARTS

#### Vocal Music

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## STEP 7 WEB PRESENCE

## Part 2

*In the Web 2.0 era the world has access to “you” on the web. If you have good things to display about yourself on the web, it’s a great idea to do that. Do you have a great LinkedIn profile? A meaningful blog or a website? Are you into professional photography and have displayed your photos on Flickr? Go ahead and showcase them on your resume and it’ll definitely give you an edge when an employer screens it.*



### **Purpose**

Lets the employer know you’re keeping up with the trend. Portrayal of meaningful work/initiatives through web links adds value to your profile

### **Guidelines**

- LinkedIn: as mentioned in example
- Blog, Website: Title, description and link
- Flickr, youtube, designs, etc: Give the link in the respective section.

### Guidelines

- Make sure that any of the links that you provide are professional and do not have content may turn off the employer.

### Examples

- **My LinkedIn Profile:** <http://in.linkedin.com/in/rahulprabhakarlinkedin>  
(4 Recommendations)

- **My Blog: Marketing Magic** (14 Blog Entries)

This dedicated to my ideas, thoughts and the learning in Marketing. I have been updating my blog since Jun 2008

**Link:** <http://Marketingmagik.blogspot.com/>

### Tip

If you don't already have a profile on LinkedIn, go create one and get good recommendation on it.

### Do Not

DO NOT add your Orkut, Facebook, Twitter or other social networking accounts on your resume. That is the last thing your employer would want to see



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References will be provided on request



## STEP 9 INTERESTS

## Part 2

*You're almost done! This is the last section of your resume. Carefully choose which of your interests you want to showcase on your resume so that they make your life seem meaningful*



### **Heading on Resume: Interests**

#### **Purpose**

The interests you showcase speaks about your character. These interests frequently come up as a topic of discussions during the interviews, so wisely choose what to display.

#### **Guidelines**

- List interests which are meaningful and display some learning
- Support the interest you have listed with a crisp point.
- Make the points specific and tangible.

**Examples**

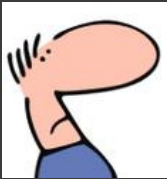
- I'm an avid trekker and an active member of the Bangalore Trekking Club (BTC) and completed 12 treks with them
- I'm passionate about running and an active member of the "Chennai Runners" and I have run two marathons so far

**Do Not**

- Do Not just list a random cluster of interests like: Adventure, guitar, reading, environment
- Never include interests such as partying, watching movies, etc. They create a wrong impression.

## STEP 10 FINISHING TOUCHES

You're Done! With your First Draft! Now What?



- Make Sure that the length of your resume does not exceed 2 pages
- Save the copy as a “.doc” file. if you are using Office 2007, it is advisable to convert your file from its default “.docx” format to Word 2003/97 “.doc” format.
- Have a .pdf format of your resume. Preferably send your resume in the .pdf format. You can convert your .doc files to .pdf using the free CutePDF Writer which you can download from:  
<http://www.cutepdf.com/products/cutepdf/Writer.asp>
- Naming your file: The name of your file must contain the word “resume” and your full name. Ex: Manish\_Verma\_Resume or Resume\_Swetha\_Reddy
- Do a thorough recheck and make sure there are absolutely no errors in your resume. No Grammatical errors, No Spelling mistakes, no punctuation errors.
- Run through you resume time and again for to make improvements and wording sentences better
- Get your resume reviewed by a third person for errors



**Your Resume is now  
Ready-to-Use!**

# SHARE...

**If you found this guide useful, please do share it so that more students can benefit from it**

**Here are some possible ways you could share this e-book**

- email a copy of this guide to your friends
- The guide is also available for download on the following link:  
<http://blog.twenty19.com/expert-insights/insights-for-students/smart-resume-guide-for-students-download-for-free/>  
You may share the link on your facebook/orkut/twitter
- If you have a blog, you can blog about it

# ACTION VERBS (By Skill Categories)

## Communication/People skills

Addressed	Defined	Joined	Referred
Advertised	Developed	Judged	Reinforced
Arbitrated	Directed	Lectured	Reported
Arranged	Discussed	Listened	Resolved
Articulated	Drafted	Marketed	Responded
Authored	Edited	Mediated	Solicited
Clarified	Elicited	Moderated	Specified
Collaborated	Enlisted	Negotiated	Spoke
Communicated	Explained	Observed	Suggested
Composed	Expressed	Outlined	Summarized
Condensed	Formulated	Participated	Synthesized
Conferred	Furnished	Persuaded	Translated
Consulted	Incorporated	Presented	Wrote
Contacted	Influenced	Promoted	
Conveyed	Interacted	Proposed	
Convinced	Interpreted	Publicized	
Corresponded	Interviewed	Reconciled	
Debated	Involved	Recruited	



# ACTION VERBS (By Skill Categories)

## Creative Skills

Acted  
Adapted  
Began  
Combined  
Composed  
Conceptualized  
Condensed  
Created  
Customized  
Designed  
Developed  
Directed  
Displayed  
Drew  
Entertained  
Established  
Fashioned  
Formulated  
Founded  
Illustrated  
Initiated  
Instituted  
Integrated  
Introduced  
Invented  
Modeled  
Modified  
Originated  
Performed  
Photographed  
Planned  
Revised  
Revitalized  
Shaped  
Solved

## Data/Financial Skills

Administered  
Adjusted  
Allocated  
Analyzed  
Appraised  
Assessed  
Audited  
Balanced  
Budgeted  
Calculated  
Computed  
Conserved  
Corrected  
Determined  
Developed  
Estimated  
Forecasted  
Managed  
Marketed  
Measured  
Netted  
Planned  
Prepared  
Programmed  
Projected  
Qualified  
Reconciled  
Reduced  
Researched  
Retrieved



# ACTION VERBS (By Skill Categories)

## Helping Skills

Adapted  
Advocated  
Aided  
Answered  
Arranged  
Assessed  
Assisted  
Clarified  
Coached  
Collaborated  
Contributed  
Cooperated  
Counseled  
Demonstrated  
Diagnosed  
Educated  
Encouraged

Ensured  
Expedited  
Facilitated  
Familiarized  
Furthered  
Guided  
Helped  
Insured  
Intervened  
Motivated  
Prevented  
Provided  
Referred  
Rehabilitated  
Represented  
Resolved  
Simplified

Supplied  
Supported  
Volunteered

## Management/ Leadership Skills

Administered  
Analyzed  
Appointed  
Approved  
Assigned  
Attained  
Authorized  
Chaired  
Considered

Consolidated  
Contracted  
Controlled  
Converted  
Coordinated  
Decided  
Delegated  
Developed  
Directed  
Eliminated  
Emphasized  
Enforced  
Enhanced  
Established  
Executed  
Generated  
Handled  
Headed





## ACTION VERBS (By Skill Categories)

### Management/ Leadership Skills

Hired  
Hosted  
Improved  
Incorporated  
Increased  
Initiated  
Inspected  
Instituted  
Led  
Managed  
Merged  
Motivated  
Navigated  
Organized  
Originated  
Overhauled  
Oversaw

Planned  
Presided  
Prioritized  
Produced  
Recommended  
Reorganized  
Replaced  
Restored  
Reviewed  
Scheduled  
Secured  
Selected  
Streamlined  
Strengthened  
Supervised  
Terminated

### Organizational Skills

Approved  
Arranged  
Catalogued  
Categorized  
Charted  
Classified  
Coded  
Collected  
Compiled  
Corrected  
Corresponded  
Distributed  
Executed  
Filed  
Generated  
Incorporated  
Inspected  
Logged  
Maintained  
Monitored  
Obtained  
Operated  
Ordered  
Organized  
Prepared  
Processed  
Provided  
Purchased  
Recorded  
Registered  
Reserved  
Responded  
Reviewed  
Routed



# ACTION VERBS (By Skill Categories)

## Organizational Skills

Scheduled  
Screened  
Submitted  
Supplied  
Standardized  
Systematized  
Updated  
Validated  
Verified

Detected  
Determined  
Diagnosed  
Evaluated  
Examined  
Experimented  
Explored  
Extracted  
Formulated  
Gathered

Researched  
Reviewed  
Searched  
Solved  
Summarized  
Surveyed  
Systematized  
Tested

Critiqued  
Developed  
Enabled  
Encouraged  
Evaluated  
Explained  
Facilitated  
Focused  
Guided  
Individualized

## Research Skills

Analyzed  
Clarified  
Collected  
Compared  
Conducted  
Critiqued

Inspected  
Interviewed  
Invented  
Investigated  
Located  
Measured  
Organized

## Teaching Skills

Adapted  
Advised  
Clarified  
Coached  
Communicated  
Conducted  
Coordinated

Informed  
Instilled  
Instructed  
Motivated  
Persuaded  
Simulated  
Stimulated



## ACTION VERBS (By Skill Categories)

### Teaching Skills

Taught

Tested

Trained

Transmitted

Tutored

Designed

Determined

Developed

Engineered

Fabricated

Fortified

Installed

Maintained

Operated

Overhauled

Printed

Programmed

Rectified

Regulated

Remodeled

Repaired

Replaced

Restored

Solved

Specialized

Standardized

Studied

Upgraded

Utilized

### Technical Skills

Adapted

Applied

Assembled

Built

Calculated

Computed

Conserved

Constructed

Converted

Debugged



## TOP SOFT SKILLS EMPLOYERS LOOK FOR

1. Communications Skills
2. Analytical/Research Skills.
3. Flexibility/Adaptability
4. Time Management Abilities/  
Managing Multiple  
Priorities.
5. Willingness to learn
6. Taking Initiative
7. Leadership/Management  
Skills.
8. Planning/Organizing
9. Problem-  
Solving/Reasoning/Creativity.
10. Team Player
11. Handling pressure well
12. Adaptability/Flexibility.
13. Dedication/Hard-Working
14. Dependable/Responsible
15. Loyalty
16. Positive Attitude
17. Self-Confidence
18. Self-Motivated/Self-  
Supervising
19. Interpersonal Abilities
20. People Skills



**GOOD LUCK!**

**CHEERS**

**Twenty19 Team**

**[www.twenty19.com](http://www.twenty19.com)**