

RESUME BUILDER QUESTIONNAIRE

(note: not all fields will apply; fill out only those that pertain to your experience)

BASIC INFORMATION

Name: _____

Address: _____

Phone: _____

Email: _____

HIGHER EDUCATION/COLLEGE

School: _____

City, State: _____

Degree: _____

Major: _____

Minor: _____

Year Graduated: _____

Thesis/Dissertation: _____

Significant Projects: _____

Honors/Awards/Scholarships/Etc.: _____

Activities (volunteer, leadership, sports, social groups, etc.): _____

Study Abroad: _____

(REPEAT FOR ALL SCHOOLS ATTENDED)

PROFESSIONAL EXPERIENCE

Job/Internship Title: _____

Name of Employer: _____

City and State: _____

State Date/End Date: _____

Summary Sentence: _____

Specific Job Responsibilities: _____

Notable Projects (led or participated in, please specify): _____

(Professional Experience, cont.)

Notable/Measurable Accomplishments/Accolades/Promotions (please provide dates): _____

Number of People Supervised: _____

(REPEAT FOR ALL RELEVANT CURRENT OR PREVIOUS EMPLOYMENT)

PROFESSIONAL DEVELOPMENT/VOCATIONAL TRAINING

Name of Course: _____

Facilitated/Presented by (company, school, etc.): _____

Result (certification, diploma, etc.): _____

Dates Attended: _____

(REPEAT FOR ALL VOCATIONAL/TECHNICAL TRAININGS COMPLETED)

OTHER RELEVANT INFORMATION

Affiliations/Memberships: _____

Languages (include level of proficiency): _____

Licenses: _____

Certifications: _____

Credentials: _____

Presentations/Speeches: _____

Exhibits: _____

Publications: _____

Grants: _____

Special Projects: _____

Research: _____

Unique Skills: _____

Volunteer Activities/Civic Contributions: _____

Honors/Awards/Distinctions/Professional Recognitions: _____

Computer Skills: (ex: Microsoft Word, Excel) _____

Travel/Cross-Cultural Skills: _____

Soft Skills: _____

Other: _____

ACTION VERBS

- Abstracted
- Achieved
- Acted
- Adapted
- Administered
- Advised
- Aided
- Allocated
- Analyzed
- Appraised
- Approved
- Arbitrated
- Arranged
- Assembled
- Assigned
- Attended
- Audited
- Bound
- Budgeted
- Built
- Calculated
- Cared
- Cataloged
- Chaired
- Checked
- Clarified
- Classified
- Coached
- Co-authored
- Collaborated
- Collated
- Collected
- Compared
- Compiled
- Composed
- Computed
- Conceptualized
- Conducted
- Constructed
- Consulted
- Contracted
- Controlled
- Convinced
- Coordinated
- Correlated
- Counseled
- Created
- Critiqued
- Cut
- Decided
- Defined
- Delegated
- Delivered
- Demonstrated
- Designed
- Developed
- Diagnosed
- Directed
- Discovered
- Documented
- Drew
- Drove
- Encouraged
- Enforced
- Engineered
- Enlisted
- Established
- Evaluated
- Examined
- Executed
- Expanded
- Experimented
- Explained
- Extrapolated
- Fabricated
- Facilitated
- Fashioned
- Figured
- Followed through
- Formulated
- Furnished
- Gathered
- Generated
- Handled
- Identified
- Illustrated
- Imagined
- Improved
- Improvised
- Influenced
- Informed
- Initiated
- Innovated
- Inspected
- Inspired
- Installed
- Integrated
- Interpreted
- Interviewed
- Invented
- Investigated
- Issued
- Maintained
- Managed
- Mediated
- Mentored
- Merged
- Monitored
- Motivated
- Negotiated
- Operated
- Organized
- Oversaw
- Painted
- Participated
- Performed
- Planned
- Prepared
- Prioritized
- Problem solved
- Processed
- Produced
- Programmed
- Projected
- Promoted
- Proved
- Provided
- Publicized
- Purchased
- Recommended
- Recorded
- Referred
- Remodeled
- Repaired
- Reported
- Represented
- Resolved
- Retrieved
- Reviewed
- Set priorities
- Shaped
- Solved
- Submitted
- Suggested
- Supervised
- Supported
- Surveyed
- Synthesized
- Systemized
- Tabulated
- Taught
- Tested
- Trained
- Verified
- Visualized
- Wrote

SAMPLE CHRONOLOGICAL RESUME

JANE SMITH

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SKILLS SUMMARY

Ambitious with an aptitude for learning new skills, taking initiative, and working on a team. Experienced in customer service, event planning, sales, budgeting, and organizational development. Proficient on PC and Mac platforms as well all Microsoft Office products. Fluent in Spanish.

EDUCATION

University of Colorado Colorado Springs (UCCS), CO 08/16 - present

- Pursuing a Bachelor of Science in Management to be conferred 05/18
- Course work includes economics, marketing, computer science, and statistics

WORK EXPERIENCE

Resident Assistant, Keystone House, UCCS 09/17 - present

- Collaborate with a staff of four resident assistants in an 88-student freshman dormitory
- Create and implement 10+ annual academic, cultural, and social student activities
- Facilitate discussions of social, political, and ethical questions among students
- Build community spirit and guide residents in assuming responsibility

Sales Associate, American Eagle Outfitters, Colorado Springs, CO 10/16 - 09/17

- Designed and assembled window and floor displays
- Assisted customers with selection and purchase of merchandise

VOLUNTEER POSITIONS

Vice President, Delta Sigma Pi, UCCS 01/16 - 10/16

- Planned and implemented activities for 55 chapter members
- Supervised and approved allocation of \$5,000 budget
- Increased member participation by 10% during tenure
- Created first annual chapter retreat and member recognition program
- Organized rush activities