



**AMICA CENTER
FOR CAREER EDUCATION**

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**RESUME & COVER LETTER
WRITING GUIDE
& SAMPLES**

THE RESUME

A resume is a personal advertisement or marketing tool that highlights your *education, academic and personal achievements, professional experience, work history, community involvement, leadership, skills, research, projects, and interests.*

- Recruiters spend about 30 seconds screening a resume. Make it easy to read and highlight your strengths & achievements.
- Your resume should be error free and is typically one full page for a college student.
- There is no standard format in resume writing. Review our sample resumes for formatting ideas.
- Try to refrain from using Microsoft Word resume templates, they tend to be very difficult to re-format as you progress through your career.
- Resumes should be printed on Resume Paper (20-24lb business stationery). Save as a PDF for sending electronically.
- Include your name, email and phone number in your resume header. You may also include your address and a customized URL that links to your profile on LinkedIn.com. See our handout on LinkedIn tips on how to do this.

CATEGORY OPTIONS

**PLEASE REFER TO OUR SAMPLE RESUMES FOR EXAMPLES OF HOW TO FORMAT CONTENT IN A SECTION.
COMBINE ANY OF THE CATEGORIES BELOW AS YOU SEE FIT.**

OBJECTIVE This optional category includes a one line targeted statement regarding the position you are pursuing usually reserved for non-students or professionals already in the working world.

Examples:
To obtain a financial analyst position within the banking industry in Boston
To acquire a research assistant position within the healthcare industry in New York City
Seeking a Resident Assistant position with Bryant University's Residence Life Office
Pursuing an internship in forensic psychology with the Federal Bureau of Investigation
To gain acceptance into the Biostatistics Graduate Program at Boston University

If you are not certain about your career focus or want to leave your options open, do not include an objective on your resume.

PROFILE or SUMMARY OF QUALIFICATIONS or PROFESSIONAL SUMMARY

This category is used by experienced professionals to show career highlights. It may be in paragraph or bulleted format.

EDUCATION

Include the following: **college name, city, state, degree, concentration or major, minors and date of graduation.** You may include your overall GPA (**if 3.0 or higher**) and concentration/major GPA (**if 3.0 or higher**). Do not include information pertaining to your high school years if you are beyond your sophomore year at Bryant.

Examples:

Bryant University , Smithfield, RI		
Bachelor of Arts in Sociology	GPA: 3.8	May 2020
Service Learning Track	Minor: Business Administration	
Bryant University , Smithfield, RI		
Bachelor of Science in Business Administration		May 2022
Concentration: Management	Minor: Psychology	GPA: 3.5

RELEVANT COURSE WORK or RELATED COURSE WORK

Include courses which highlight your major, show a specific skill or experience in a discipline that may be attractive to a potential employer.

PROJECTS or RELEVANT PROJECTS or SPECIAL PROJECTS

List academic projects conducted with a team or individually that demonstrate academic expertise related to your degree or skills needed for a position you are pursuing. List the class, the semester and give a brief summary of goals and accomplishments.

HONORS or HONORS/AWARDS or ACHIEVEMENTS or ACCOMPLISHMENTS

This category may include academic honors, leadership awards, scholarships, athletic awards, community service recognition or others. If your honors are all related to academics, you may place them in the Education category.

COMPUTER SKILLS or COMPUTER KNOWLEDGE or COMPUTER/TECHNICAL SKILLS or COMPUTER or TECHNOLOGY

List the names of software that you are proficient or familiar with. Also indicate your ability to work with IBM Windows or Macintosh. CIS or IT majors will sometimes break this section down by Software, Hardware, and Languages.

EXPERIENCE or PROFESSIONAL EXPERIENCE or INTERNSHIP EXPERIENCE or RELATED EXPERIENCE

This section should include experiences related to a position you are pursuing or the degree you are receiving. The following elements should be included: **company/organization's name, city and state, employment dates, job title and job description.** Experiences are usually listed from most recent to least recent for each category listed. Experiences may be paid or unpaid.

In describing your experiences, highlight work tasks that show transferable skills to the position you are seeking. Emphasize major responsibilities and eliminate minor details. Use numbers whenever possible to describe the magnitude of your achievements. Always begin each bullet with a powerful action verb. **See our list of action verbs in this handout.**

ADDITIONAL EXPERIENCE or WORK HISTORY or ADDITIONAL EMPLOYMENT or EMPLOYMENT

This section is optional and can help you distinguish your part time, non-corporate or professional positions from your internships or professional type positions. It could include experiences such as summer, part time positions and full time jobs not listed in professional experience and not related to the position, industry or field you are pursuing.

LEADERSHIP

List positions you have been elected to or selected for such as **President, Vice President, Treasurer, Secretary, Chair, Captain, Resident Assistant, Editor, Ambassador, Team Leader, and Manager.** If the leadership position was part of a paid opportunity, it is typically listed in the Experience or Additional Experience section of your resume. Use action bullets or small paragraphs to describe your leadership responsibilities and accomplishments.

RESEARCH

List research projects related to your degree. Include the class, the semester and a brief summary.

PUBLICATIONS

Include this category if your name has been added to a published work that you contributed to, related to your profession or degree.

VOLUNTEER EXPERIENCE or COMMUNITY INVOLVEMENT or COMMUNITY SERVICE

List ways you have been involved in the Bryant community and your community at home. Include the name of the organization, location and dates of service.

INTERNATIONAL TRAVEL or INTERNATIONAL EXPERIENCE

For "Travel", list the countries you have visited to show your level of exposure to other cultures. For "Experience", this may include study, travel, projects, internships abroad, volunteer experience or working abroad.

STUDY ABROAD or SOPHOMORE INTERNATIONAL EXPERIENCE

Include the country or countries you visited. You may also include topics you studied, cultures you observed or knowledge gained. You may also list your study abroad experience or SIE experience under your EDUCATION section.

LANGUAGES

Be sure to indicate your level of expertise with each language for speaking, reading and writing: beginner, intermediate, proficient, fluent.

SKILLS

This section may include a variety of competencies you feel you possess. It may also be combined with Languages & Computer skills.

SOCIAL MEDIA

Include your level of proficiency with Facebook, Twitter, Hootsuite, LinkedIn, Pinterest, or other Social Media platforms.

CERTIFICATIONS or EXAMS

If you have passed an exam in your field, include the name and date of completion. Also include names of exams you are scheduled to sit for in the future. List any certifications you hold.

ADDITIONAL TRAINING

This can include any training you have acquired, beyond your degree, that you feel is relevant to include.

ACTIVITIES

This section may include student clubs & organizations, professional organizations, athletics, community groups or committees that you are a member of or have been involved with in some way. Put leadership roles in a Leadership category or Leadership/Activities.

ATHLETICS

Include in this section your sport, position and time commitment with practice and games or meets.

****DO NOT LIST REFERENCES ON YOUR RESUME****

Prepare a separate sheet entitled "References of (your name)" and have it available upon request. Select 3 to 5 people to serve as your references. These people should represent faculty, supervisors, coaches, college administrators or previous employers who have knowledge of your abilities and goals. Always obtain permission before listing a reference. Include: name, title, organization, address and telephone numbers.

Come to the Amica Center for Quick Questions and Resume Reviews Every Weekday

1pm-3pm Monday – Friday

4:30pm-6pm – Tuesday and Wednesday evenings

or make a one on one coaching appointment with a Career Coach through the Bryant Career Connection

LINKEDIN.COM

Your LinkedIn profile is your professional presence online. Use your resume to build your profile. Many recruiters will check out your profile in addition to the resume you send them. Use this marketing tool to your advantage and join groups that will build your professional network. Check out LinkedIn workshops offered by the Career Center in fall and spring. Or pick up a LinkedIn profile handout.

EMPLOYMENT LETTERS

THE COVER LETTER

Accompanying your resume, this document offers the opportunity to expand on the achievements you note in your resume in order to convey that you are the best candidate. This letter can be one or two pages long and includes an introduction of yourself, the highlighting of your skills and qualifications related to a position, your knowledge of the company or organization and why they are the right match for you, and a closing paragraph expressing gratitude and a desire to meet. **See a sample format following this page and examples of Cover Letters.**

THE THANK-YOU LETTER

You can send an email, a typed letter or a hand-written note to employers or other professionals you meet while interviewing or gathering information related to your career. Remind the recipient of the purpose of your meeting and comment on something that was discussed during your conversation that confirmed your thoughts on a position, increased your knowledge, sparked your interest, or demonstrated how you are the right candidate. Make every "thank-you" unique when sending to multiple individuals at the same company or organization.

LETTER ACCEPTING OR DECLINING AN OFFER

These letters detail for an employer your understanding of an offer you are accepting: title, start date, salary; or your reasons for declining an offer: "While I appreciate your offer, I have decided to pursue other opportunities at this time".

Career Coaches at the Amica Center are available via email or in-person to review any letters you plan to send. Make an appointment for a coaching session on the Bryant Career Connection.

AMELIA TAMBLÉN

atamblen33@bryant.edu (508) 444-5555
Bryant University, Box 123, 1150 Douglas Pike, Smithfield, RI 02917

EDUCATION

Bryant University, Smithfield, RI

May 2021

Bachelor of Science in Actuarial Mathematics

Double Concentration: Actuarial Mathematics and Applied Economics

GPA: 3.88

- ✓ Honors Program participant, Scholarship recipient for Academic Merit, Dean's List Recognition
- ✓ Member of the Actuarial Association

BUSINESS COURSE PROJECTS

Global Foundations of Business

Fall 2017 2016

- ✓ Researched current regional market trends for the sporting goods industry in Latin America
- ✓ Developed a business plan to support the feasibility of expansion into Latin American markets
- ✓ Created a TV advertisement and print media campaign in Spanish

Bryant IDEA Project

January 2018

- ✓ Utilized design thinking to research recycling use on college campuses and devise a solution
- ✓ Led a team of 5 to conduct market research, brainstorm, design rapid prototypes and create a viable solution
- ✓ Wrote and presented the executive summary and research findings to a panel of judges

EXPERIENCE

Bryant University, Smithfield, RI

September 2017 - present

Phonathon Student Caller

- ✓ Called hundreds of alumni and parents for the annual fund of the university
- ✓ Served as an Ambassador for Bryant university

Food for the Poor, Brookline, MA

June - August 2017

Administrative Assistant for the CEO and Human Resources Manager

- ✓ Created and updated various databases and records for new employees
- ✓ Assisted with monthly event planning, arranged logistics and managed RSVP tracking
- ✓ Catalogued daily record of inventory reports, created summaries and provided briefs to the CEO

Town of Wellesley Farmer's Market, Wellesley, MA

June - August 2016

Office Assistant

- ✓ Prepared packages for farmers
- ✓ Created and designed marketing flyers to be distributed at local schools
- ✓ Compiled large amounts of data into concise spreadsheets for management

COMMUNITY SERVICE

Love Your Melon Club Member: Organized fundraising activities on campus

ENACTUS Club Member: Devised social entrepreneurial ventures to raise money for local non-profits

LANGUAGES AND TECHNOLOGY

Fluent in Spanish

Highly proficient in HTML and SAS

Ashley Vo

22 Walcott Street
Braintree, MA 02184
508-555-9999
avo14@bryant.edu

EDUCATION

Bryant University, Smithfield, RI May 2021
Bachelor of Science in Business Administration
Dual Concentration: Management and Marketing - Minor: Communication

LEADERSHIP

4Mile Student Leader, Bryant University August 2018 - present

- Assist international and multicultural first year students acclimate to Bryant
- Present and facilitate educational and social activities
- Mentor students throughout the school year, assisting with questions and concerns

Student Ambassador, Office of Admissions, Bryant University Spring 2018 - present

- Conduct campus tours, host overnights, and participate in Open House events
- Serve as a panelist at information sessions for prospective students and parents

WORK EXPERIENCE

Limited Too, Braintree, MA November 2016 - present
Brand Representative

- Earned multiple “Way to Go” Awards for sales, excellent customer service and dedication
- Sell merchandise and handle cash transactions
- Train new employees on store policies, procedures and customer service
- Set store displays and managed inventory needs on the sales floor

Crosby Benefit Systems, Newton, MA May 2015 - August 2016
Administrative Assistant

- Scanned and tracked client claims into the system
- Conducted administrative tasks, answered phones and handled customer problems

VOLUNTEER WORK

A.S.K., Smithfield, RI, Volunteer Tutor September 2017 - present

- Taught Math, English and Reading to students ages 5-10
- Developed engaging and effective study methods for students

Walk for Hunger, Braintree, MA, Events Volunteer May 2016

Relay for Life, Braintree, MA, Volunteer June 2015

ATHLETICS

Captain of Bryant Women’s Tennis Team, Division I August 2017-present

- Motivate teammates and assist with recruitment
- Manage a 20+ hour a week athletic training schedule with a full time academic course load

LANGUAGES

English and Vietnamese

TECHNOLOGY SKILLS

Familiar with Adobe Illustrator, Photoshop and InDesign

James Martin

4 Lee Lane, Peabody, MA 01960
jmartin23@bryant.edu, 500-520-5555

EDUCATION

Bryant University, Smithfield, RI

- ✓ **Bachelor of Science in International Business** May 2019
- ✓ **Concentration:** Finance **Minor:** French
- ✓ **Study Abroad:** Paris, France- IES Paris Business & International Affairs Program Fall 2017

Honors & Achievements

- ✓ Cumulative GPA: **3.76** Concentration GPA: **3.90** Dean's List
- ✓ Awarded Presidential Scholarship- \$16,000 annually
- ✓ Bryant University Honors Program, Beta gamma Sigma (ΒΓΣ) International Business Honor Society

WORK EXPERIENCE

Raytheon Company: Integrated Defense System, Woburn, MA Summers 2017 - 2018

Financial Planning & Analysis intern- National & Theater Security Program (NTSP)

- ✓ Prepared and analyzed Quarterly Profit Review components
- ✓ Reviewed and reported Monthly Award Fees, Unbilled Award Fees, and Funding Forecasts
- ✓ Completed Earned Value (EV) Certification to support program analysis through Earned Value Management Systems (EVMS)
- ✓ Consolidated Risks & Opportunities Analysis Reports
- ✓ Volunteered as a tutor with Raytheon's "Let's Get Ready" (LGR) SAT Prep Program for area teens

Contracts Intern- Globalization (Export/Import Operations)

- ✓ Trained in EX/IM operations Licensing & Compliance and International Trade and Arms Regulation (ITAR)
- ✓ Executed Classified, Licensed, and Commercial Exports while abiding by domestic and foreign regulatory laws concerning exporting and importing Defense Articles
- ✓ Performed Internal Audits and Assessments
- ✓ Raytheon Six Sigma qualified Specialist (2 Projects): record Traceability; electronic License Storage
- ✓ Dealt with program management from an export/Import Operations compliance standpoint

Bryant University, Smithfield, RI

4 MILE (Multicultural & International Leadership Experience) Student Leader August-September 2017

- ✓ Selected as an Orientation Leader to assist international and multicultural students
- ✓ Facilitated well planned educational activities and provided support to administrative staff
- ✓ Served as a resource for parents, students and staff

LEADERSHIP

- ✓ International Student Organization, Treasurer September 2017- present
 - ✓ Record expenses and revenues
 - ✓ Organize and facilitate events
- ✓ Founding father of Sigma Chi Lambda Eta Chapter September 2016- present
- ✓ Serve on the Executive Board of Bryant Panhellenic Council September 2017- present

LANGUAGE/ COMPUTER SKILLS

- ✓ Fluent in French
- ✓ Proficient in SAP, BW, APEX, International Trade & compliance System (ITCS), Microsoft Office

Ulas Mittal

✉ ulas.mittal@bryant.edu

🏠 55 Highland Drive, Medway, MA 01587

☎ 508.555.1234

🌐 https://www.linkedin.com/in/ulas_mittal

Motivated IT professional searching for opportunities involved with software implementation, project management & other business functions of technology

Summary of Qualifications

- Over a year of various project management experience
- Dependable team player; ability to meet tight deadlines
- Proficient in Microsoft Office, SharePoint, Visual Studios 2017
- Project Management Tools: Intermediate user of Dynamics, Rally, HPQC & Cherwell Service Management
- Operating Systems: Familiar with Windows, Linux, and Macintosh;
- Website Application: Familiar Google Analytics, Citrix, EDI Portals, & Outlook.com suite of webmail, contacts, tasks, and calendaring services
- Programing Languages: Familiar with C++, Java, Python, C#, HTML, CSS

Education

Bryant University, Smithfield, RI

May 2018

Bachelor of Science in Business Administration and Information Systems

Experience

IT INTERN, UNIFIRST CORPORATION, WILMINGTON MA

MAY 2017 - PRESENT

- Develop test cases based on requirements, execute testing, record and finalize defects regarding new sales application, Office 365 Dynamics CRM
- Conduct pre-implementation review of sales application with sales department management; incorporated feedback into testing results
- Act as liaison for testing, communicate defect details to programming team
- Manage creation of product catalogs
- Use SCRUM project methodology for all projects
- Provided weekly project updates to management

DEVELOPMENT INTERN, THE HIGHLAND SHUTTLE, WENHAM MA

AUGUST 2017 - PRESENT

- Plan and execute monthly weekend events while collaborating with others on the leadership team
- Work with local organizations and businesses to establish connections to Gordon College including highlighting local events, offering discounts, and promoting student involvement

PROJECT MANAGEMENT INTERN, GOTTA HAVE SOLE, CRANSTON RI

SPRING 2017

- Organized multiple fundraisers such as, a tennis tournament and local sales events; managed all aspects including finding players, volunteers, food and vendors; raised over \$5,000 across events
- Solicited local/corporate sponsors for fundraising events
- Established spreadsheets to manage invitations of over 300 schools across New England

PRODUCT OWNER INTERN, UNIVERSITY OF MASSACHUSETTS MEMORIAL MEDICAL SCHOOL, WORCESTER MA

SUMMER 2016

- Created all social media accounts and an interactive content calendar for Facebook, Twitter, LinkedIn, and Research Gate
- Taught Professors, research assistants, and postdoctoral graduates how to use all social media platforms
- Attended top executive meetings of the IT department with project manager and weekly mentor meetings
- Communicated status of all project tasks to management weekly
- Learned and played an active role using the SCRUM project management methodology
- Managed the rollout of UMass Office of Advancement website donation pages
- Collaborated with developers and customers to deliver content within tight deadlines

Leadership & Voluntary Activities

MyPath Mentor, Bryant University

2016 - 2018

Technology and Applied Analytics Club

2016 - 2017

Global China Connection

2016 - 2017

Ambassador, Multicultural Student Union

2016 - 2017

Sample Cover Letter Format

Use the same heading on your cover letter as on your resume

Jessica Brown

112 Mandy Street Providence, RI
02917 jbn@bryant.edu 401-555-
5555
www.linkedin.com/in/jessicabrown

May 15, 2022

Ms. Carrie Franks, Recruiter
XYZ Company
Providence, RI 02917

Dear Ms. Franks:

This first paragraph can be a very basic introduction of **“who you are and why you’re writing”**. It can also include the name of a person who suggested you apply to the position, as well as a creative opening such as using a question or quote (depending on the industry and position you are applying to).

A typical second paragraph includes **“what’s great about you”**. This can be highlights from your resume, related experience not on your resume or personal characteristics you feel would be assets to the position. Be sure to tailor this part of the letter to the job description so you are making a case for how you match the company’s needs.

A third paragraph covering **“what’s great about the company”** can personalize your letter and build rapport with a recruiter. Consider the research you have done on the company and how, based on that research, you know you are a good fit for the organization. Try to do research beyond the website in order to stand out.

Close the letter by **thanking the recruiter** for their time and **suggesting a meeting** to discuss your qualifications in greater detail. Indicate **how you wish to be contacted**.

Respectfully, (or other closing)

Your Signature here if sending hard copy
Your name typed

Enclosure: resume, 1 page * (OR)

Attached: resume, 1 page *

*list all documents accompanying your letter
See actual samples in this packet

Ashley Vo

22 Walcott Street
Braintree, MA 02184
508-555-9999
avo14@bryant.edu

March 24, 2017

Insulet Corporation
600 Technology Park Dr #200
Billerica, MA 01821

To whom it may concern,

I was excited to hear from one of your employees that there is a marketing internship opportunity at Insulet. In middle school, I learned from a classmate who was just diagnosed with diabetes, how difficult it can be to live your life around managing your blood sugar. I am impressed by the work that Insulet is doing to improve the quality of life for people with diabetes. Please consider my application for the position of Marketing Coordinator.

I believe that I have the skills you are looking for on your marketing team. As a Brand Representative for Limited, Too, I have consistently worked hard to achieve my sales goals month after month. I have been recognized with the "Way to Go" award several times for my dedication to customer satisfaction and service. While volunteering for the Walk For Hunger, I served as the Marketing Chair and designed, developed and distributed marketing pieces making this year's walk a record breaking event. Finally, as an Administrative Assistant at Crosby Benefit Systems, I utilized my organizational skills and strict attention to detail to keep accurate and useful records.

It is my hope to put these skills to work for Insulet. Insulet is a company focused on patient care and to be able to use my marketing and design skills to further this mission would be fulfilling. I would greatly appreciate the opportunity to work for a competitive and innovative company such as Insulet.

Thank you for taking the time to consider my application. I am available for an interview or phone call any time and will call you next week to follow up.

Sincerely,

Ashley Vo

Leora James

4 Lee Lane, Peabody, MA 01960

jmartin23@bryant.edu, 500-520-5555

Hiring Manager
L'Oreal USA
10 Hudson Yards
New York, NY 10001

Dear Hiring Manager:

I am writing to you in reference to the 2018 Undergraduate Finance Summer Internship. I found this opportunity through your website after searching on LinkedIn. After further research, I was really excited about this internship program at your company. I would welcome the opportunity to contribute to your company in many ways.

During my time at Bryant University, I have had a group project in almost every class. Working in teams, has taught me patience, diplomacy and reliability and I would love to bring these skills to a position as an intern with L'Oreal. For my global marketing class, I recently completed a cross-cultural collaboration project for which I served as a consultant to the multinational company. I worked with three other University students based internationally to research the industry, survey students' perceptions of the value of study abroad, and create a SWOT analysis of the company. Utilizing this information, we created a formal market entry proposal, which included a thorough promotional plan. I am very analytical and pay close attention to detail while still working at a quick pace which would be a benefit to a fast paced financial environment. I am very organized and would have no problem managing multiple responsibilities at once, as I have to do this on a daily basis as an active Bryant student. Between work, school, internship search, and extracurriculars, I have had much experience in stressful situations. It would be a privilege to get to contribute my skills to your company.

I really admire your company. The opportunity of being trained by top leaders in the CPG industry is something that sets your internship program apart. I really appreciate how your brand has a larger vision in mind. Empowering people to be the canvas for self-expression inspiring confidence and self-belief every day, is such an amazing value. Being a company of driven thinkers and doers that spark innovation and offering beauty for all across so many countries is so inspiring. At Bryant, we are all about innovation so that really resonates with me.

I am very excited about the possibility of an internship at L'Oreal, where I hope to contribute my skills and continue learning. I will be in your area on June 22nd-25th. Would you be available for a meeting? I will contact you next week to explore that option. Thank you for your review of my application. I can be reached at 401-555-9999.

Warm regards,

Leora James

AMELIA TAMBLÉN

atamblen33@bryant.edu (508) 445-5959
Bryant University, Box 123, 1150 Douglas Pike, Smithfield, RI 02917

September 2, 2018

Hiring Manager
Morgan Stanley
1585 Broadway
New York, NY 10036

Dear Hiring Manager:

I am writing to you in reference to the 2019 Compliance Summer Analyst Program in New York. I found this opportunity through your website after hearing about it from one of your employees, **Thomas Devaney** who is a close family friend. Please consider me for this position.

As a current student at Bryant University, I have started to work with SAS Enterprise Guide in my Applied Analytics class and as a result am able to analyze and synthesize a variety of data to produce well-designed and meaningful summaries and reports. Through my involvement with the Student Programming Board at Bryant - which books talent and manages all logistics for large scale all campus events - I know what it takes to manage my time, work hard and collaborate with others. Finally, I am currently a part of the Envestnet program through the Finance program at my school where I am learning more about wealth management and what it takes to work in this field.

I really admire your company. Tom has shared that your commitment to diversity and serving a broad range of cultures and communities contributes to the atmosphere at your firm. Volunteering is something that I hope to do as an intern and an employee and it excited me to see that was something Morgan Stanley's employees take part in. Additionally, Morgan Stanley's commitment to sustainability is admirable and I see the value in looking to the long-term for sustainable solutions. With such a great reputation and message, I could not imagine working for a better company.

I am very excited about the possibility of an internship at Morgan Stanley, where I hope to contribute my skills and continue learning. I will be in New York the week of October 8-12 and would love the opportunity to meet with you. I will call you next week to see if this can be arranged.

Thank you for your review of my application. Please let me know if you need any additional information.

Warm regards,

Amelia Tamblen

ACTION VERBS

Management Skills

analyzed
assigned
chaired
contracted
consolidated
coordinated
delegated
developed
directed
evaluated
executed
improved
increased
organized
oversaw
planned
prioritized
produced
recommended
reviewed
scheduled
strengthened
supervised

Communication Skills

arranged
authored
corresponded
directed
drafted
edited
formulated
influenced
interpreted
lectured
mediated
moderated
motivated
negotiated
persuaded
promoted
publicized
reconciled
recruited
spoke
translated
wrote

Research Skills

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

Helping Skills

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

Creative Skills

acted
conceptualized
created
designed
developed
directed
established
fashioned
founded
illustrated
instituted
integrated
introduced
invented
originated
performed
planned
revitalized
shaped

Technical Skills

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

Financial Skills

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

Training Skills

adapted
advised
clarified
coached
communicated
coordinated
developed
enabled
encouraged
evaluated
explained
facilitated
guided
informed
initiated
instructed
persuaded
set goals
stimulated

Administrative Skills

approved
arranged
catalogued
classified
collected
compiled
dispatched
generated
implemented
inspected
monitored
operated
organized
prepared
processed
purchased
recorded
screened
specified
tabulated