

Résumé Guide



Salve Regina University
Office of Career Development

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Getting Your Résumé Started



A résumé is used to help market yourself as a good fit for a specific job or company. The goal is to help you get an interview, and in the interview, it can serve as a guideline for conversation. A résumé should be neat and organized and contain only relevant information that will make it easy for employers to see why you might be a good candidate.



The following tips and samples reflect the *chronological* *résumé* style, which highlights individuals' most recent experiences first, then list everything in reverse chronological order. Since education and internships are usually most important for college students to highlight, this is a format widely used by new graduates.



Start by free-flow writing. List your education and other experiences, including dates and descriptions. Don't worry about the amount you write, or how it's organized. You can summarize information and create a layout later in your final résumé. Here are some categories to get you started:

- Type of work or job titles you may apply for
- Relevant Coursework
- Relevant Experience:
 - Co-ops, internships, clinical or practicum experience
- Work history including dates of employment
- Volunteer experience
- Certifications
- Accomplishments, recognitions and awards
- Affiliations and memberships
- Skills (Languages, Computer Software, Technical)

Important Resume Tips

- Choose a clear, readable **font**.
- Name 18-22 **point size**, Headings 14-16 pts, Other 11-12 pts.
- **Bold** print for headings, job titles or places of employment.
- Professional **E-mail** address.
- **Bulleted style** preferred by employers.
- Use **action words** to begin each bullet, avoiding extra words like “responsibilities included”.
- **Icons, designs, and photographs** are not recommended.
- Neutral color **résumé paper**; no stapling or folding.
- **Look carefully for typos** and incorrect spelling to avoid a poor first impression; have someone else double check.
- List information in **reverse chronological order**; the most recent is listed first.
- Be sure all of the résumé categories are **consistent** in font style and layout of information.
- **One page** for new grads, 1.5 pages for moderate experience.
(***Once the résumé is complete, here are **tricks** to shorten your résumé: Shrink spaces between lines to a smaller font size. Reduce the size of tabs to utilize more space on the page. Go to File; Page Setup to reduce the size of margins and indents. *Always check Print Preview to see how your adjustments affect the overall appearance of your résumé.)
- **NO résumé templates**. They do not give the writer complete control over a document. View them for layout ideas, but use a regular Microsoft Word document format when creating a resume!!!

Electronic Résumés

Some employers may require you to email or post your résumé on a Web site. Below are some helpful tips to create an accurate electronic résumé.

E-Mailing Résumés

If you are sending a résumé as an attachment, make sure it is in a format that employers can read and that it is virus free. Some e-mail systems will not view or will not accept e-mail messages with attachments, so follow up with employers! Make sure they received your résumé and were able to view it.

Scannable Résumé

Many large companies, especially those in the technology industry, scan résumés electronically to find keywords that indicate suitable candidates for interviewing. Try to use the keywords in your résumé that are listed in the job posting, and remember the following:

- Most scanners accept bolding, but using CAPS may be the best choice.
- Avoid italics, script, underlining, shading, and graphics.
- Do not use horizontal/vertical lines.
- Do not use open-faced bullets “o”, which can be read as the letter “o”.
- Print on white paper and do not fold or staple.

ASCII or Plain Text Format

Employers may ask you to e-mail your résumé to them in ASCII format. ASCII is the simplest form of text; there is no formatting within the document. It allows prospective employers to view your résumé via the Internet or E-mail, no matter what kind of computer they are using.

To create an ASCII résumé, type it using your favorite word-processing application, and then save it as a text only document (Rich Text Format or RTF). AVOID formatting mistakes such as:

- Special characters - such as “smart quotes” or mathematical symbols
- Tabs - Use your spacebar instead
- Alignment - The default for ASCII is to make everything left justified, which is the preferred format for scanning résumés and online viewing.
- Word-wrap - Use hard returns to insert line breaks instead.
- Fonts - Bold, italics, fonts, and sizes will NOT appear in the ASCII version.

Web Résumés or Web Portfolio

A Web résumé is a formatted résumé that you place on the Web. A Web portfolio should contain your résumé and samples of your work (projects, reports, etc). Check to be sure your Web site is viewable for employers.

Completed Sample A

John Smith

37 Riverside Dr · East Providence, RI 02915 · 401-555-4249 · jsmith@aol.com

Objective

Full-time Case Worker in a residential setting.

Education

Bachelor of Arts in Sociology

May 2007

Salve Regina University, Newport, RI

Relevant Experience

Intern

Spring 2007

Rhode Island Department of Children, Youth & Families
Providence, RI

- Sorted and filed reports related to the Child Abuse Neglect Tracking System..
- Interviewed children and alleged perpetrators in residential and school settings.
- Collaborated with Social Workers to report abuse claims and disclosures accurately.

Child Care Worker

2004-2006

Child Care Center, Cranston, RI

- Cared for 8 children, ages 3 and 4.
- Communicated with families daily.
- Led activities to support Early Childhood Learning Standards.

Work Experience

Waitstaff

2002-2004

Family Restaurant, Warwick, RI

- Fostered a welcoming atmosphere for customers.
- Collaborated with staff to ensure fast and friendly service.
- Promoted Manager's Specials.

Certifications

CPR Certified

Computer Skills

Microsoft Word, Excel, PowerPoint, Internet Explorer,
Windows Applications.

References available upon request

Layout Sample B

Name (18-22 point size)

Street address

Phone number

City, state

E-mail (10- 12 point size)

Key Competencies (Headings 14-16 point size)

- Highlight special work related qualities that make you marketable.
- List information in columns if you need to save space.
- Call this section “Summary” or “Profile” if you choose to highlight a variety of information, such as language skills, certifications, or relevant experience. (résumé 11 or 12 pt sz)

Education

[Name of Degree] in [Major], expected [month / Year]

GPA (3.0 or higher)

Salve Regina University, RI

- Honor, Awards (optional)

Relevant Coursework

Without a degree, you still may have some relevant coursework that relates to the job you are applying to or that can showcase the general skills you have learned at the college level. List those courses in columns to save space.

Experience

Job Title, [year] to [year] (may include months)

(job title may be “Intern” or “Volunteer”)

Company, City, State

- Describe activities; begin with action words that are transferable to the new position.
- Continue as above, remembering to highlight skills meaningful to the new employer.
- Keep past and present tense activities accurate and consistent.

Other Categories (14-16 point size)

(Examples: Volunteer Experience, Community Service, Professional Development, Memberships, Certifications/Licenses, Languages...)

Computer Skills (14-16 point size)

List PC and Mac (only if both); Software skills including individual Microsoft Office programs, Internet Research, etc.

References available upon request (11-16 point size)

Completed Sample B

John Smith

37 Riverside Dr.
East Providence, RI 02915

401-555-4249
jsmith@aol.com

Profile

- Three years experience in customer service.
- Coursework in Human Behavior, Psychology and Applied Research Methods.
- Excellent verbal and written communication.
- Organized and accountable.
- Teamwork skills.

Education

Bachelor of Arts in Sociology expected May 2010

Rhode Island College, Providence, RI

Relevant Coursework

The Sociological Perspective
Race and Ethnic Relations
What it Means to be Human
Social Theory
Research Methods
Philosophy and Responsibilities

Experience

Customer Service Representative, 2007-present

Wholesale Store, Newport, RI

- Assisted customers with product related inquiries.
- Opened new store accounts.
- Employee of the Month, August 2007

Wait Staff, 2004-2006

Family Restaurant, Warwick, RI

- Fostered a welcoming atmosphere for customers.
- Collaborated with staff to ensure efficient customer service.
- Promoted special menu items.

Computer Skills

Microsoft Word, Excel, PowerPoint, Internet, Windows Applications.

References available upon request

Sample C for Marketing

JANE STUDENT

1 Main Street Anytown, RI 02020 401.555.1212 Jane.Student@salve.edu

Internship Objective

A position in marketing that will provide practical experience and enhance my education.

Education

Salve Regina University, Newport, RI 2007

Bachelor of Science in Marketing, GPA 3.5

Relevant Courses

Financial Accounting

Principles of Marketing

Marketing Research

Computer Graphic Design

Business Communications

Consumer Behavior

Key Competencies

- Organizational Skills
- Creative and Innovative Ideas
- Strong Work Ethic
- Dependable
- Interpersonal Communication
- Excellent Teamwork and Independent Work

Work Experience

Hostess 2005-Present

A Nice Restaurant, Newport, RI

- Resolved staff issues; worked with customers and workforce to maintain an even work flow
- Demonstrated critical thinking and problem solving strategies for clients
- Assisted customers with questions regarding general tourism information

Tour Guide 2004-Present

Salve Regina University Admissions, Newport, RI

- Utilized public speaking skills to perspective new students to support University recruitment
- Escorted prospective students, families and international students around the institution
- Mastered how to think on the spot and cater to individual needs
- Processed and filed student applications
- Corresponded with and advised newly accepted students
- Hosted perspective students during overnight visits

Hostess 2001-2005

Another Nice Restaurant, Anytown, CT

- Implemented alternative strategies for a more productive team environment
- Collaborated with management in assisting customers and private parties
- Adapted to a fast paced work environment

Community Service and Activities

- **American Marketing Association**, Salve Regina University 2005-2006
- **Student Government Senator**, Salve Regina University 2005-2006
- **First Year Experience Mentor Program**, Newport, RI 2004-2005

Computer Skills

•MS Word •MS Excel •MS PowerPoint •Visio •FrontPage •Adobe Photoshop •DreamWeaver

Sample D for Nursing

John Smith

37 Riverside Dr. East Providence, RI 02915 401-555-4249 jsmith@aol.com

Objective

Full-time Nursing Position in a children's hospital setting, 1st shift.

Education

Bachelor of Science in Nursing	expected May 2006
Rhode Island College, Providence, RI	
Associate Degree in Nursing	2004
Community College of Rhode Island, Lincoln, RI	

Relevant Experience

Neonatal Clinical Rotation	Fall 2006
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Woman and Infants Hospital, Providence, RI

- Assessed patient status and reported clinical changes.
- Implemented general care of infants.
- Assisted with delivery of newborns.

Child Care Worker	2004-2005
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Child Care Center, Cranston, RI

- Cared for 8 children, ages 3 and 4.
- Communicated with families daily.
- Led activities to support Early Childhood Learning Standards.

Work Experience

Waitstaff	2002-2004
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Family Restaurant, Warwick, RI

- Fostered a welcoming atmosphere for customers.
- Collaborated with staff to ensure fast and friendly service.
- Employee of the Month, February 2003.

Certifications/Licenses

CPR Certified
 Pediatric Advanced Life Support Certification
 Rhode Island Nursing License, # 000-000001

Computer Skills

Microsoft Word, Excel, PowerPoint, Windows Applications.

References available upon request

Sample E for Teaching

ANGELLA GRIFFIN

Permanent: 125 Blake Road, Newton, MA 02156 Local: 46 Brown's Lane, Newport, RI 02840
 Phone: 401.847.5555 E-mail: agriff456@aol.com

OBJECTIVE

A full-time position as Secondary History Teacher.

EDUCATION

Salve Regina University, Newport, RI

Bachelor of Science and Arts in Secondary Education and History May 2007

- Dean's List, GPA 3.7
- Golden Key, National Honor Society
- Member - Phi Alpha Theta, National History Society, Southern New England Chapter

TEACHING EXPERIENCE

Student Teacher, Tiverton High School, Tiverton, RI Spring 2007

- Taught four American History classes to high school students using various assessment and motivational techniques to encourage student success.
- Prepared daily lessons based on the Rhode Island Beginning Teaching Standards.
- Utilized available technology, hands-on assignments, independent work, and cooperative learning activities, based on students' differentiated learning abilities by effectively using
- Provided a safe and secure learning environment that encouraged appropriate behavior, positive social interaction, and active engagement.
- Participated in the team approach to education while attending staff meetings, parent-teacher conferences, and after school programs.

Practicum, Jamestown High School, Jamestown, RI Fall 2006

- Led discussions on current events with a class of 24 high school students.
- Conducted one formal lesson on "Women in WWI".
- Fostered effective working relationships with faculty and students.

Tutor, Walker Elementary School, Providence, RI Spring 2005

- Tutored multi-ethnic students at all learning levels in reading skills and in the writing process.
- Instructed fourth and fifth graders in computer layout and design.

WORK EXPERIENCE

Server, Applebee's Restaurant, Middletown, RI August 2006 – December 2006

- Multitasked and communicated effectively with coworkers in a demanding environment to ensure customer satisfaction.

Library Assistant, Newport Public Library, Newport, RI May – September 2005

- Catalogued and reshelved books in an efficient and timely manner.
- Listened carefully to patrons' questions and provided assistance with locating books, videos, and various periodicals.

RELEVANT SKILLS

Computer: Proficient with Microsoft Excel, Outlook, PowerPoint, Word, Internet Explorer.

Language: Conversational Spanish.

Personal Attributes

Every department within an organization can recognize the core competencies that individuals must have to succeed as members of their team. Decide which of your attributes are most related to the job description or the company, and list them in an optional Key Competencies or Profile section.

Able to	Determined	Methodical	Safety conscious
Adapt to change	Diplomatic	Motivated	Self-controlled
Adaptable	Disciplined	Motivated	Self-reliant
Aggressive	Discrete	Motivator	Sensitive
Alert	Efficient	Multitasking	Sincere
Ambitious	Energetic	Nurturing	Sociable
Analytical	Enterprising	Objective	Systematic
Articulate	Enthusiastic	Optimistic	Tactful
Artistic	Exact	Perceptive	Talented
Assertive	Experienced	Personable	Team builder
Attentive	Extraverted	Persuasive	Team player
Caring	Fair	Positive	Thorough
Communication skills	Flexible	Practical	Time management
Compassionate	Focused	Precise	Trustworthy
Confident	Fostering	Pressure	Understanding
Conscientious	Friendly	Productive	Versatile
Consistent	Gentle	Professional	Well-organized
Constructed	Honest	Quick learner	Will relocate
Cost conscious	Imaginative	Rapport	Will travel
Creative	Independent	Realistic	Willing to learn
Customer	Industrious	Reliable	Works effectively
focused	Interpersonal skills	Reserved	under pressure
Dedicated	Leadership skills	Resourceful	
Dependable	Logical	Responsible	
Detail-oriented	Loyal	Risk taking	

Action Words

Describe your activities and accomplishments using words employers can relate to - words specific to the type of work you are applying for.

The following lists will help you to:

- **Increase your résumé vocabulary.**
- **Help you summarize your experiences effectively.**
- **Keep descriptions shorter so employers can scan through the résumé and notice only the important facts.**
- **Showcase skills from past activities that are transferable to the position you are applying for.**

ADMINISTRATION / MANAGEMENT

<ul style="list-style-type: none"> • Administered • Advised • Analyzed • Appointed • Approved • Assigned • Attained • Authorized • Chaired • Considered • Consolidated • Contracted • Controlled • Converted • Coordinated • Counseled • Decided • Delegated • Determined • Developed • Diagnosed • Directed • Disseminated • Eliminated • Emphasized 	<ul style="list-style-type: none"> • Enforced • Enhanced • Ensured • Established • Executed • Examined • Explained • Generated • Governed • Guided • Handled • Headed • Hired • Hosted • Improved • Incorporated • Increased • Influenced • Initiated • Inspected • Inspired • Installed • Instituted • Instructed • Integrated 	<ul style="list-style-type: none"> • Launched • Lectured • Led • Listened • Managed • Meditated • Mentored • Merged • Moderated • Monitored • Motivated • Navigated • Negotiated • Organized • Originated • Overhauled • Oversaw • Pioneered • Planned • Presided • Prioritized • Processed • Produced • Promoted • Recommended 	<ul style="list-style-type: none"> • Reorganized • Redirected • Referred • Replaced • Represented • Restored • Revamped • Reviewed • Routed • Scheduled • Secured • Selected • Sponsored • Streamlined • Strengthened • Supervised • Supplemented • Surveyed • Systemized • Taught • Trained • Terminated • Upgraded • Validated • Wrote
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COMMUNICATIONS

<ul style="list-style-type: none"> • Acted • Addressed • Advertised • Arranged • Articulated • Assessed • Briefed • Built • Clarified • Collaborated • Communicated • Composed • Condensed • Conducted • Conferred • Contacted • Conveyed • Convinced • Corresponded 	<ul style="list-style-type: none"> • Debated • Defined • Demonstrated • Developed • Directed • Discussed • Documented • Drafted • Edited • Enabled • Elicited • Enlisted • Explained • Expressed • Facilitated • Formulated • Furnished • Incorporated • Interacted 	<ul style="list-style-type: none"> • Interpreted • Interviewed • Involved • Joined • Lectured • Listened • Marketed • Mediated • Moderated • Observed • Outlined • Participated • Persuaded • Presented • Reconciled • Recorded • Rectified • Referred • Reinforced 	<ul style="list-style-type: none"> • Reported • Resolved • Responded • Restored • Scheduled • Screened • Solicited • Specified • Spoke • Stimulated • Suggested • Summarized • Synthesized • Taught • Trained • Translated • Wrot
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CREATIVE ARTS / WRITING

<ul style="list-style-type: none"> • Acted • Adapted • Authored • Began • Combined • Composed • Conceptualized • Condensed • Constructed • Costumed • Created 	<ul style="list-style-type: none"> • Customized • Designed • Developed • Directed • Displayed • Drew • Entertained • Established • Fashioned • Formulated • Founded 	<ul style="list-style-type: none"> • Illustrated • Initiated • Instituted • Integrated • Introduced • Invented • Modeled • Modified • Originated • Performed • Photographed 	<ul style="list-style-type: none"> • Planned • Proofread • Published • Realized • Remodeled • Reviewed • Revised • Revitalized • Shaped • Solved
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HELPING / CAREGIVING

<ul style="list-style-type: none"> • Adapted • Advanced • Advised • Advocated • Aided • Answered • Arbitrated • Arranged • Assessed • Assisted • Attended • Augmented • Backed • Balanced • Boosted • Braced • Clarified • Coached • Collaborated 	<ul style="list-style-type: none"> • Comforted • Consoled • Consulted • Contributed • Cooperated • Counseled • Demonstrated • Diagnosed • Educated • Encouraged • Ensured • Expedited • Facilitated • Familiarized • Fostered • Furthered • Guided • Helped • Instilled 	<ul style="list-style-type: none"> • Insured • Intervened • Liaised • Mentored • Ministered • Motivated • Negotiated • Nourished • Nursed • Nurtured • Obligated • Optimized • Prevented • Promoted • Provided • Reassured • Reclaimed • Rectified • Redeemed 	<ul style="list-style-type: none"> • Reeducated • Referred • Rehabilitated • Repaired • Represented • Resolved • Served • Settled • Simplified • Supplied • Supported • Stabilized • Streamlined • Translated • Treated • Tutored • Unified • Volunteered
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DATA SYSTEMS / MANAGEMENT

<ul style="list-style-type: none"> • Adjusted • Administered • Allocated • Analyzed • Appraised • Assessed • Audited • Balanced • Bought • Budgeted • Calculated 	<ul style="list-style-type: none"> • Computed • Conserved • Conciliated • Corrected • Cut • Decreased • Determined • Developed • Dispersed • Dispensed • Distributed 	<ul style="list-style-type: none"> • Doubled • Downsized • Economized • Eliminated • Estimated • Exceeded • Financed • Forecast • Funded • Gained • Generated 	<ul style="list-style-type: none"> • Increased • Invested • Maintained • Managed • Marketed • Measured • Merchandised • Netted • Planned • Prepared
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<ul style="list-style-type: none"> • Programmed • Projected • Purchased • Quadrupled • Qualified • Reconciled • Reduced 	<ul style="list-style-type: none"> • Reported • Researched • Reshaped • Retailed • Retrieved • Saved • Shopped 	<ul style="list-style-type: none"> • Secured • Sold • Solicited • Sourced • Specified • Supplemented • Systematized 	<ul style="list-style-type: none"> • Tested • Tripled • Underwrote • Upgraded • Upsized • Vended
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RESEARCH

<ul style="list-style-type: none"> • Administered • Amplified • Analyzed • Applied • Articulated • Assessed • Audited • Augmented • Balanced • Calculated • Charted • Clarified • Collected • Compared • Compiled • Composed • Concentrated 	<ul style="list-style-type: none"> • Conducted • Constructed • Consulted • Critiqued • Detected • Determined • Diagnosed • Discovered • Documented • Drafted • Edited • Evaluated • Examined • Exhibited • Experimented • Explored • Extracted 	<ul style="list-style-type: none"> • Focused • Forecast • Formulated • Found • Gathered • Generated • Grouped • Identified • Inspected • Integrated • Interpreted • Interviewed • Invented • Investigated • Located • Measured • Obtained 	<ul style="list-style-type: none"> • Organized • Pinpointed • Planned • Processed • Proofread • Researched • Reviewed • Riveted • Screened • Searched • Solved • Summarized • Surveyed • Systematized • Tested • Unearthed
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SALES / MARKETING

<ul style="list-style-type: none"> • Arbitrated • Cataloged • Centralized • Consulted • Dissuaded • Educated • Established • Expedited • Familiarized • Identified • Implemented • Improved 	<ul style="list-style-type: none"> • Increased • Influenced • Inspired • Installed • Integrated • Interpreted • Investigated • Judged • Launched • Led • Liaised • Maintained 	<ul style="list-style-type: none"> • Manipulated • Marketed • Negotiated • Obtained • Ordered • Processed • Produced • Promoted • Proposed • Publicized • Purchased • Recruited 	<ul style="list-style-type: none"> • Reduced • Researched • Routed • Saved • Served • Set Goals • Sold • Stimulated • Surveyed
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TEACHING SKILLS

<ul style="list-style-type: none"> • Acquainted • Adapted • Advised • Answered • Apprised • Augmented • Briefed • Built • Certified • Chaired • Charted • Clarified • Coached • Collaborated • Communicated • Conducted • Coordinated • Critiqued 	<ul style="list-style-type: none"> • Delegated • Delivered • Demonstrated • Designed • Developed • Dispensed • Distributed • Educated • Effected • Empowered • Enabled • Enacted • Enlarged • Encouraged • Expanded • Evaluated • Explained • Facilitated 	<ul style="list-style-type: none"> • Focused • Fomented • Formulated • Generated • Grouped • Guided • Harmonized • Implemented • Individualized • Influenced • Informed • Initiated • Innovated • Installed • Instilled • Instituted • Instructed • Integrated 	<ul style="list-style-type: none"> • Lectured • Listened • Modified • Motivated • Originated • Persuaded • Presented • Responded • Revolutionized • Set goals • Simulated • Stimulated • Summarized • Taught • Tested • Trained • Transmitted • Tutored
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TECHNICAL SKILLS

<ul style="list-style-type: none"> • Adapted • Analyzed • Applied • Assembled • Broadened • Built • Calculated • Charted • Classified • Communicated • Compiled • Computed • Conceived • Conducted • Conserved • Constructed • Converted • Coordinated • Debugged 	<ul style="list-style-type: none"> • Designed • Detected • Determined • Developed • Devised • Drafted • Edited • Educated • Eliminated • Engineered • Excelled • Expanded • Expedited • Fabricated • Facilitated • Forecast • Formed • Fortified • Generated 	<ul style="list-style-type: none"> • Improved • Increased • Inspected • Installed • Instituted • Integrated • Interfaced • Launched • Lectured • Maintained • Marketed • Mastered • Modified • Molded • Operated • Overhauled • Packaged • Pioneered • Prepared 	<ul style="list-style-type: none"> • Printed • Processed • Programmed • Published • Reconstructed • Rectified • Reduced • Regulated • Remodeled • Repaired • Replaced • Researched • Restored • Solved • Specialized • Standardized • Studied • Upgraded • Utilized
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ADMINISTRATIVE SUPPORT

<ul style="list-style-type: none"> • Approved • Arranged • Catalogued • Categorized • Charted • Classified • Coded • Collected • Compiled • Corrected • Corresponded 	<ul style="list-style-type: none"> • Distributed • Executed • Filed • Generated • Incorporated • Inspected • Logged • Maintained • Monitored • Obtained • Operated 	<ul style="list-style-type: none"> • Ordered • Organized • Prepared • Processed • Provided • Purchased • Recorded • Registered • Reserved • Responded • Reviewed 	<ul style="list-style-type: none"> • Routed • Scheduled • Screened • Submitted • Supplied • Standardized • Systematized • Updated • Validated • Verified
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OFFICE SUPPORT

<ul style="list-style-type: none"> • Adhered • Administered • Allocated • Applied • Appropriated • Assisted • Assured • Attained • Awarded • Balanced • Budgeted • Built • Charted • Completed • Contributed 	<ul style="list-style-type: none"> • Coordinated • Cut • Defined • Determined • Dispensed • Distributed • Documented • Drafted • Drafted • Enacted • Enlarged • Evaluated • Examined • Executed • Followed up 	<ul style="list-style-type: none"> • Formalized • Hired • Identified • Implemented • Improved • Installed • Instituted • Justified • Liaised • Maintained • Managed • Operated • Ordered • Organized • Packaged 	<ul style="list-style-type: none"> • Planned • Prepared • Prescribed • Processed • Provided • Recorded • Repaired • Reshaped • Resolved • Scheduled • Screened • Secured • Solved • Started
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