



STUDENT RESUME AND COVER LETTER GUIDE



This guide is designed to assist with the resume and cover letter writing process. Producing a good resume and well-written cover letter is a basic requirement for a successful job search.

Free resume critique service provided to students and alumni! Send your resume to careerservices@apsu.edu for a review.

RESUME CHECKLIST (Adapted from UTK, 2017)

1. **Format**

- Easy to scan (not read) concise one page-preferably .5 to 1-inch margins around entire page
- No large blocks of color or pictures
- No colors or flashy font styles (font size can be 10–12 point)
- No two column format throughout document

2. **Heading**

- Name (16–24 point)
- Current address (optional)
- Phone number and professional/school email or email you check often
- LinkedIn personalized URL (if you have a complete profile) or portfolio link

3. **Branding Statement (Optional)**

- 4-5 lines explaining “how do you do things”
- No pronouns; no period at end

4. **Education**

- Only schools from which you received a degree or are currently attending
- List schools most current to least current
- Degree(s) spelled out (not abbreviated)
- All majors, collaterals, concentrations, and minors
- Graduation month and year
Overall and major GPAs if over 3.0/4.0

5. **Relevant Coursework (Optional)**

- 6-9 courses relevant to the job (not just those in your major)
- Bullet format
- No course number; name and subject of the course spelled out

6. **Experience**

- Internships included (No. 1 on resume to employers)
- Jobs/internships listed in reverse chronological order (most recent first)
- Month and year started and ended (“present” if you’re still working)
- City and state
- Job or internship title

- Major achievements and skills developed, displayed in bullet point format
- Action verb at the beginning of each statement, with each verb varied if possible. Bullet point formula: Action verb + task + outcome or purpose.
- Numbers and metrics where appropriate (Ex: “which resulted in a cost savings of \$1,500”)

Additional sections—list in order of relevance/importance

7. **Honors and Awards**

- Name of each honor and award with little or no description
- Scholarships
- Dean’s list (3.7/4.0), number of semesters

8. **Computer Skills**

- Software and languages listed if relevant, beginning with those that not every other applicant will have

9. **Activities**

- Name of organization and any leadership positions held
- Leadership roles in bullet points
- Limited description if just a regular member

10. **Volunteer Experience**

- Name of organization and limited description

11. **Foreign Languages**

- Listed with descriptions “Fluent in...” “Working knowledge of...” or “Familiar with...”

12. **Study Abroad Experience**

- Location, school, and dates
- Courses listed or described in bullet point format
- Relevant projects described in bullet point format

Other Section Headers to Consider

Licenses, Certifications, Relevant Projects, Job Shadowing, Achievements, Professional Associations, Presentations, etc.

References

- Listed on a separate page or document from the resume
- “References available upon request” **not** included on resume

Cameron A. Skills

601 College St. | Clarksville, TN 37044
(931)221-7000 | cskills1@my.apsu.edu

EDUCATION

Austin Peay State University Clarksville, TN May 2017
Bachelor of Science in Political Science
Minor: Marketing

Relevant Courses:

- Quantitative Methods
- Statistics
- Graphic Design
- Terrorism
- Counter Terrorism
- Methods of Research
- Public Policy
- Marketing
- Politics & Mass Media

WORK EXPERIENCE

Speedy Cash, Nashville, TN June 2015 - Present
Customer Service Associate

- Manage and execute of all payment procedures
- Process on average 15 payday and title loans on a daily basis
- Secure a variety of monetary transactions up to \$425 based on state of Tennessee regulations
- Expedited money orders and money gram for customers to ensure their bills are paid in a fast, timely manner

H.H. Gregg, Nashville, TN June 2014 - May 2015
Customer Service Representative

- Processed customer purchases into P.O.S. system, average weekly profits of \$8,000
- Resolved routine customer complaints or problems regarding store or online merchandise
- Opened and closed registers; verified and balanced all transactions entered in the registers
- Assisted in the answering of telephone calls and follow H.H. Gregg phone etiquette procedures

Chili's Nashville, TN May 2014 - May 2015
Server

- Ensured food and beverages was served promptly
- Accurately handled shift cash collected and receipts averaging \$1580 per shift
- Provided ongoing, prompt, courteous and knowledgeable service to all customers
- Supported customer service initiatives in the kitchen and stock room to encourage safety awareness and maintained a risk-free environment

SKILLS

- Technically Competent
- Effective Communication
- Analytic Thinker
- Problem Solver
- Dependable
- Trustworthy
- Innovative
- Proven Work Ethic
- Motivated Team Member

General Resume Example

Cameron A. Skills

601 College St. | Clarksville, TN 37044
(931)221-7000 | cskills1@my.apsu.edu

REFERENCES

Mrs. Elizabeth Mason
Hillsboro High School
12th grade English Teacher
931 Borough Lane
Nashville, TN 37215
615.222.9999 office
615.447.8721 cell
emason@mnps.org

Relationship: High School English Teacher

Mrs. Elizabeth Mason
Hillsboro High School
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931 Borough Lane
Nashville, TN 37215
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615.447.8721 cell
emason@mnps.org

Relationship: High School English Teacher

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615.222.9999 office
615.447.8721 cell
emason@mnps.org

Relationship: High School English Teacher

Functional Resume Example

Sarah J. Govs

1521 Cumberland Ave • Clarksville, TN • 37042
931-595-0000 • sarah.j.jones@gmail.com
www.linkedin.com/in/jgovs

RELEVANT SKILLS

Sales

- Surpassed weekly sales quotas consistently
- Earned “Top Sales Associate of the Month” honors on five occasions
- Generated more than \$2,000 in goods and financial support from companies
- Demonstrated ability to sell goods in three retail stores during the past three years

Marketing/Promotion

- Increased sorority membership by 20% as Alpha Delta Pi Rush Chairwoman
- Assigned to Junior Department buyer for six weeks, including trip to New York market
- Designed and arranged award-winning displays for back-to-school promotions in Junior Department
- Attended Atlanta American Marketing Association (AMA) regional conference and four Knoxville AMA chapter meetings
- Participated in class project identifying East Tennessee market opportunities; used research to plan and implement a competitive marketing strategy

Leadership

- Promoted from clerk/typist to salesperson after three months
- Assisted store manager in orienting and assigning new employees
- Coordinated eight sorority committees including public relations, risk management and ethical standards
- Elected as sorority representative to Panhellenic Council and served as elected representative to Panhellenic National Convention

Communication

- Conversational in Spanish
- Wrote new employee training manual for all new sales associates
- Selected to lead class presentation of marketing project results; team received only “A” given in section
- Made cold calls and follow-up visits to vendors throughout the region to support sorority philanthropy events

ACTIVITIES

Global Leadership Scholars	20XX-Present
American Marketing Association	20XX-Present
Alpha Delta Pi Sorority	20XX-Present

HONORS

High Honors (four semesters)
Scholarships: University, HOPE, and Panhellenic

EDUCATION

Austin Peay State University	Clarksville TN
<i>Bachelor of Science in Business Administration</i>	December 2017
	GPA 3.5/4.0

EXPERIENCE

Belk , Memphis, TN <i>Sales Associate</i>	May 20XX-Present
Dillard's Department Store , Knoxville, TN <i>Salesperson</i>	August 20XX-May 20XX
Walgreens Drug Store , Nashville, TN <i>Cashier</i>	January 20XX-June 20XX

Sarah J. Govs

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TN • 37042

931-595-0000 •

sarah.j.jones@gmail.com

www.linkedin.com/in/jgovs

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Mrs. Elizabeth Mason
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emason@mnps.org

Relationship: High School English Teacher

Hybrid Resume Example

AUSTIN P. GOVERNOR

1423 Swan Street Clarksville, Tennessee 37044 | [linkedin.com/in/austinpeay](https://www.linkedin.com/in/austinpeay) | apecay1@my.apsu.edu | 931-222-5544

PROFESSIONAL SUMMARY

First year teacher at Crestview Middle School. Motivated educator developing classroom management skills. Creative when delivering presentations to various populations. Three years' experience in retail sales where persuasiveness and supportive, timely customer service were a priority. Solely financed 100% of college education working near full-time schedule while concurrently managing demanding coursework and maintaining an excellent grade point average. **Strengths include:**

- **Rapport / Trust Building**
- **Teamwork**
- **Integrity / Work Ethic**
- **Assertive Communication**
- **Organization / Prioritization**
- **Participative Leadership**
- **Direct Problem Solving**
- **Proactive Decision Making**
- **Assessment / Discernment**

EDUCATION

Austin Peay State University

Clarksville, TN

December 2015

Bachelor of Science in Political Science (Pre-Law)

GPA: 3.9/ 4.0

SKILLS SUMMARY

LEADERSHIP SKILLS

- Consistently trusted with greater responsibility than that for job level. Promoted to branch bank manager at early age
- Willing to own responsibility and accept accountability as demonstrated in past employment
- Accomplish tasks with minimal direction or supervision, yet work equally as well in team environment
- Gravitated toward facilitating collegiate groups averaging 4+ members
- Consider past experiences, customer/company needs, and ethical standards when problem solving / decision making
- Accept new ideas, solicit consensus, and encourage active participation from team members

INTERPERSONAL/COMMUNICATION SKILLS

- Very comfortable and confident presenting programs or information to small or large audiences
- Use assertive communication to negotiate issues, mediate conflicts, and affect compromise and positive outcomes
- Employ perceptiveness, sincerity, and respect for differences to build rapport and trust with diverse groups
- Communicate effectively at multiple levels using appropriate language and interpersonal styles
- Genuinely care for others and lend a hand to help those in need through volunteer activities
- Able to write comprehensive and effective reports and business communications

ORGANIZATION AND PLANNING SKILLS

- Identify and assess needs, draft plans, prioritize steps, implement action, and evaluate outcome
- When coordinating projects, assign tasks, use resources, troubleshoot problems, and follow up to stay on track
- Establish clear goals and objectives while inspiring team spirit and achievement
- Set priorities and continuously monitor progress, adjusting when necessary to meet timely goals
- Efficiently manage time as demonstrated by ability to coordinate college / work schedules

WORK HISTORY

Teacher	CLARKSVILLE SCHOOL DISTRICT	Clarksville, TN	2016 – Present
Carpenter – Remodel	RAYFORD'S CARPENTRY	Clarksville, TN	2013 – 2015
Sport Bike Specialist	GOOD TIMES SPORTS	Clarksville, TN	2007 – 2013
Package Expeditor	FEDERAL EXPRESS	Clarksville, TN	2005 – 2007
Bank Associate, Manager	MIDWEST BANK	Clarksville, TN	1999 – 2005

Margaret Arts

415 North Chorro, Condo # 7 | Henderson, TN 93405 | (615) 674-9294 | marts@my.apsu.edu

EDUCATION

Austin Peay State University
Bachelor of Arts in History
Minor: French

Clarksville, TN

May 2018
Overall GPA: 3.2/4.0
Major GPA: 3.5/4.0

WORK EXPERIENCE

U.S. State Department, Office of the Historian **Washington, D.C.**

June 2016 - August 2016

Intern

- Transcribed President Nixon's Oval Office Tapes and reviewed others' transcriptions for accuracy
- Retrieved primary documents and researched American Cold War diplomatic history at the National Archives in College Park, Maryland

Marin History Museum

Marin County, CA

May 2015 - August 2015

Intern

- Developed a transcript and multimedia presentation for an oral history on a Red Cross Girl from WWII
- Digitally accessioned historical photographs of Marin County

U.S. Space and Rocket Center

Huntsville, AL

June 2014 - August 2014

Intern

- Assisted in the inspection of installed exhibit for conformance to specifications
- Organized placement of collection objects or informational materials in exhibit framework in accordance with best curation practices

SELECT RESEARCH (*THIS SECTION COULD RE-TITLED AND USED FOR ADDITIONAL EXPERIENCE SUCH AS INTERNSHIPS OR VOLUNTEER WORK WITHIN YOU MAJOR—delete this info before saving*)

Nixon In Cambodia

May 2017

- Comparative analysis of historical research, original argument assessing the direction of scholarly study

Pride of Angkor

August 2016

- Theoretical analysis of primary sources to assess colonial governmental policies concerning protection

United States Media in the Pot

March 2016

- 29 page, interdisciplinary research, use of primary sources to analyze public responses to media coverage

Britain's Backlash: The Opium Wars and Their Affect on Present Day

January 2016

- Use of Parliamentary documents, Church records and personal accounts to show chronological change

Early Christians and the Myth of Saint Patrick

March 2015

- Diagnostic examination of primary texts (government and church records) to analyze the spread of culture

STRENGTHS

- Analytic Thinker
- Effective Communication; written and verbal
- Adaptable
- Dependable

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emason@mnps.org

Relationship: High School English Teacher

Behavioral Health Resume Example

Stacy Love- Culture

PO Box 1136 Clarksville, TN 37044

stacy.loveculture@my.apsu.edu

(414) 288-9003

EDUCATION

AUSTIN PEAY STATE UNIVERSITY

Bachelor of Science in Social Work

Minor: Sociology

Clarksville, TN

May 2018

GPA 3.57/4.0

STRENGTHS

- Quick thinker and detail-oriented
- Analytical: Solid analytical and problem-solving skills
- Research and investigation skills.
- Able to make effective use of all available resources
- Personal Attributes: Self-starter, fast learner, decisive, team player and goal-oriented

EXPERIENCE

Marriott Food Services

Clarksville, TN

August 2016 - Present

Sales Manager

- Serve customers and supervise five to ten students in each shift, giving feedback regularly
- Hired and trained new student employees, averages 10 year per year
- Develop new training procedures that were adopted by the corporate training facility

Austin Peay State University

Clarksville, TN

January 2015 - May 2016

Peer Educator

- Provided suggestions for resumes and cover letters for students and alumni, 20+ daily
- Engaged in active marketing efforts for events and promotions
- Processed, organized, and responded to email requests
- Oversaw a multi-line phone system while providing excellent customer service

HONORS

- Alpha Kappa Alpha, Inc.
- MU National Academic Scholarship
- Psi Chi, Psychology Honor Society
- François Award of Merit

ACTIVITIES

- Student Body President
- Volunteer Tutor, Indo-Chinese Learning Center
- Habitat for Humanity
- United Way Fundraising Leader

Stacy Love- Culture
PO Box 1136 Clarksville, TN 37044
stacy.loveculture@my.apsu.edu
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References

Dr. Amanda Walker
Professor
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Relationship: Academic Reference

Ms. Tonika Jobs
Sr. Consulting Manager & Trainer
111 Marketing St.
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931.221.0092
Relationship: Greek Organization Advisor

Ms. Tamara Banks
Assistant Director of Marketing and Public Relations 111 Marketing St.
Clarksville, TN 37044
tbanks@Jobs4Govs.com
931.221.0092
Relationship: Former Supervisor

References

Name
Title
Employer
Address
Phone Number
Email

Relationship: Former Supervisor or Academic Advisor/ Professor

Name
Title
Employer
Address
Phone Number
Email

Relationship: Former Supervisor or Academic Advisor/ Professor

Name
Title
Employer
Address
Phone Number
Email

Relationship: Former Supervisor or Academic Advisor/ Professor

ELIZA B. NURSE *Nursing Resume Example*

2555 New Hill Rd | Adams, TN 37101 | 731.737.7474 | elizab.nurse@gmail.com | linkedin.com/in/elizanurse

BRANDING STATEMENT

Compassionate nursing student, committed to caring for children and their families. Innovative thinker who is dedicated to excellent, evidenced-based care. Interested in research and learning in order to improve patient care. Seeking to acquire full-time position at Children's of Alabama in the Pediatric Intensive Care Unit.

EDUCATION

Austin Peay State University <i>Bachelor of Science in Nursing</i> Hayden Memorial Nursing Scholarship recipient Sigma Theta Tau International Honor Society for Nursing APSU Student Nurse Association Member	Clarksville, TN	December 2017 GPA: 3.7/4.0 Spring 2015 Spring 2015-Present Fall 2014-Present
Certified Nurse Assistant <i>State of Tennessee Division of Health Care Facilities</i>	Nashville, TN	Expires: August 2018
BLS for the Healthcare Provider <i>American Heart Association</i>	Clarksville, TN	Expires: May 2019

CLINICAL EXPERIENCE

Capstone (Vanderbilt NICU)	Nashville, TN	Fall 2017
Psychiatric (Trust Point Hospital)	Murfreesboro, TN	Fall 2017
Critical Care (Vanderbilt MICU)	Nashville, TN	Spring 2017
Pediatrics (Vanderbilt Cardiac)	Nashville, TN	Spring 2017
Med/ Surge (Tennova)	Clarksville, TN	Fall 2016
Obstetric (Tennova)	Clarksville, TN	Fall 2016
Long-term Care (NHC)	Murfreesboro, TN	Spring 2016





WORK EXPERIENCE

Saint Thomas Midtown <i>Nursing Care Partner</i>	Nashville, TN	Aug. 2015-Present
<ul style="list-style-type: none">• Work on 34 bed post-operative unit with patients to increase mobility and healing after surgery• Monitor and assess vital signs, record input/ output, and assist with activities of daily living		
Winshape Camps <i>Head Nurse's Assistant</i>	Rome, GA	Summer 2014, 2015
<ul style="list-style-type: none">• Reviewed and organized 3,000 medical profiles prior to camper arrival; generated medical reports to ensure camper safety; and verified medication administration records with parents• Provided care to 2,400 children, during the summer, who got sick during camp or came to camp with pre-existing chronic illnesses; assisted head nurse in any other tasks that needed to be met		
Rollin's Ruminant Research Center <i>Reproductive Manager</i>	Rome, GA	Spring 2012 - Spring 2013
<ul style="list-style-type: none">• Documented and developed organizational system to establish maximum fertility in dairy cows; managed six person team that administered medications to help increase fertility and maintained health of dairy cows		

COMMUNITY INVOLVEMENT/ VOLUNTEER ACTIVITIES

Connect Race Series Medical Staff	Rome, GA	Summer 2017
Special Kids Nursing Volunteer	Murfreesboro, TN	Spring 2017
Music City Half Marathon Medical Staff	Nashville, TN	Spring 2017
APSU Health Fair	Clarksville, TN	Spring 2017
Governors Square Mall Health Fair	Clarksville, TN	Fall 2016
Franklin Heights After-School Program	Murfreesboro, TN	Fall 2016
Winshape Camps International	Brasilia, Brazil	Spring 2016

First Name *Social Work Resume Example* Last Name

Address 
Phone 
Email 
LinkedIn Profile 

EDUCATION

Austin Peay State University Clarksville, Tennessee May 2019
Bachelor of Science in Social Work GPA: 3.6/4.0

Related Courses:

Social Work Methods I/II/III	Social Systems and Social Work Practice
Field Education I/II/III	Social Welfare and the Law
Child and Family Services	Social Work and Medical Issues
Social Services for the Aging	Social Work in Criminal Justice Settings

FIELD EXPERIENCE

State Department of Health and Social Services Denver, Colorado May 2018- August 2018
Intern

- Responsible for coordinating and conducting intake interviews for welfare new cases
- Assisted in developing and presenting public awareness program
- Co-authored “Using Your Food Stamps Wisely” brochure for use in state program

ADDITIONAL WORK EXPERIENCES

Sigma Kappa Sorority Clarksville, Tennessee November 2017- Present
Vice President for Values and Standards

- Oversee chapter policies and procedures
- Represent chapter at local events and promote chapter values and standards
- Oversee 61 members during chapter meetings and ensure protocols are being followed

Help for the Homeless Shelter Denver, Colorado May 2017- July 2017
Staffer

- Drove van throughout the city to deliver daily hot meals to the homeless
- Assisted in coordinating volunteer help in food preparation
- Contacted churches and social service agencies to request financial and personnel support

ACTIVITIES/VOLUNTEER WORK/SERVICE

- Volunteer, Homelessness Prevention Initiative, 2016-Present
- Volunteer, Crisis Hotline, 2018-2018
- Volunteer, Battered Women Shelter, 2017-2017

First Name
Last Name

Address 

Phone 

Email 

LinkedIn Profile 

References

Ms. Tonika Jobs
Sr. Consulting Manager & Trainer 111
Marketing St.
Clarksville, TN 37044
tjobs1911@Jobs4Govs.com 931.221.0092
Relationship: Greek Organization Advisor

Ms. Tamara Banks
Assistant Director of Marketing and Public Relations 111 Marketing St.
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AUSTIN P. STATE

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austinp@myapsu.edu

www.linkedin.com/in/austinpstate
(omit if you do not have a LinkedIn account)

931-999-3313

BRANDING STATEMENT (OPTIONAL, CAN BE PROFILE SUMMARY, QUALIFICATION OVERVIEW, ETC.)

Experienced and dedicated educator who stimulates curiosity and makes learning approachable and rewarding for diverse populations. Skillful in various school settings with exposure to all childhood development stages. Implements unique teaching strategies that successfully address individualized learning variables by incorporating different applications in classroom lessons. Endlessly builds positive learning environments.

EDUCATION

Austin Peay State University

Bachelor of Science in Interdisciplinary Studies (be sure to list your degree, not your major)

Concentration: K-6, Social Studies

Clarksville, TN

August 2016

GPA: 3.5/4.0

(only use GPA if higher than 3.0)

FIELD EXPERIENCE

Martha Dickerson Elementary School

Teacher Candidate, Residency II

Clarksville, TN

Spring 2016

- Supervised a paraprofessional who worked individually with struggling students
- Taught third grade class of 25 students including 6 IEPs during an 8-week placement
- Integrated Smart Board technology into all academic areas with an emphasis on math and science
- Assessed students' reading comprehension, fluency, and words per minute through *Read Naturally*
- Managed the classroom by using a music box to reduce noise level and a reward system for positive behavior
- Created and organized learning centers and bulletin boards to reinforce science concepts, including photosynthesis, rocks and minerals, and cellular respiration
- Designed an inquiry-based social studies lesson where students used primary source documents to explore the rights guaranteed by the First Amendment

Helen Keller Elementary School

Teacher Candidate, Residency I

Springfield, TN

Fall 2015

- Taught first grade class of 24 students including 2 with IEPs during a 8-week placement
- Directed students through a writing activity, "I Wish I Were a Butterfly Because," resulting in a class book
- Guided students in generating a class graph with a Halloween theme based on measuring candy corn levels
- Developed, administered, and scored an Individualized Reading Inventory and Standardized Reading Inventory

VOLUNTEER EXPERIENCE

Girl Scouts of America

Camp Counselor

Nashville, TN

Summers 2016 & 2015

- Ensured the safety and well-being of 35 girls ages 10-13 during daily camp activities
- Demonstrated strong communication skills through conversation with parents, camp leadership, and staff
- Planned and implemented activities to meet the social, physical, and educational needs of campers using interactive methods of instruction

CAMPUS/COMMUNITY ACTIVITIES

Treasurer, Future Teachers of America (FTA)

January 2012 - Present

Volunteer, Second Harvest Food Bank

May 2012 - December 2013

Student Co-Leader, Alternative Spring Break, Habitat for Humanity in New Orleans, LA

March 2012

- Refined leadership, organizational, and time management skills through service
- Devoted up to 15 hours per week to these activities while maintaining a full course load and part-time job

Jean Nichols *STEM Resume Example*

4234 E. Lamar Ave. Odessa, Missouri 63433

(816) 765-5216

jnichols@my.apsu.edu

EDUCATION

Austin Peay State University

Clarksville, TN

May 2018

Bachelor of Science in Computer Science and Information Technology

GPA: 3.78/4.0

Concentration: Database Administration

RELATED COURSEWORK

- Theory of Automata
- Mobile Software, I, II
- Principles of Database Management
- Software Design and Development
- Computer Graphics
- Database Security

TECHNICAL SKILLS

Visual Basic 5 & 6

Java

JavaScript

CSS

C#

SQL

ASP.NET

PHP

COBOL

HTML

Microsoft Access

MySQL

Visual Studio.NET

Macromedia Dreamweaver MX

Macromedia Fireworks MX

Macromedia Flash MX

Crystal Reports

Microsoft Visio

Microsoft Word

Microsoft Excel

Microsoft Access

Microsoft PowerPoint

Windows 2003 Server

Linux

WORK EXPERIENCE

Open Networks, Inc.,

Clarksville, TN

August 2017 - Present

Web Administrator/ IT Intern

- Maintain two company websites using Dreamweaver and HTML
- Assist in the administration and development of Visual Basic.NET applications
- Manage 15 computers, 11 desktop printers, Microsoft Server 2003, internet connection, and backup system for 15 users

Gadget Works, Inc.,

Clarksville, TN

August 2016 - December 2016

Web Development/ IT Intern

- Creates new & modifies existing Microsoft Excel documents
- Developed web-based reports with HTML/cascading style sheets (CSS)/JavaScript technologies
- Analyzed data with computer & related software (e.g., Microsoft Excel)

PROJECT MANAGEMENT

Project leader of five-person team developing a dynamic website to replace an existing static website for a client. Used PHP, HTML and MySQL to create a solution meeting the client's needs. Created special graphics using Macromedia Flash MX 2004 and Fireworks MX 2004. Exercised time management and organizational skills to complete the project ahead of schedule.

AVAILABILITY

MAY 2018

Jean Nichols *STEM Resume Example*

4234 E. Lamar Ave. Odessa, Missouri 63433

(816) 765-5216

jnichols@my.apsu.edu

Name

Title

Employer

Address

Phone Number

Email

Relationship: Former Supervisor or Academic Advisor/ Professor

Name

Title

Employer

Address

Phone Number

Email

Relationship: Former Supervisor or Academic Advisor/ Professor

Name

Title

Employer

Address

Phone Number

Email

Relationship: Former Supervisor or Academic Advisor/ Professor

FIRST AND LAST NAME

ADDRESS

CITY, STATE & ZIP CODE

EMAIL ADDRESS

PHONE NUMBER

Citizenship: *(Yes or No, Work Visa)*

Special Hiring Authority: *(Veteran preference or Person with Disability - Schedule A)*

Federal Experience: *(Yes or No and Indicate Military, Federal or State Gov)*

Clearance: *(Indicate what level and if it's still active)*

OBJECTIVE: To obtain a full-time position in public service with *(Indicate the federal Agency and sub Agency)* as a *(Indicate the position including announcement Number if there is one)*

SKILLS SUMMARY: *(Has 3 elements: An introductory paragraph, list of skills directly related to the position, and your skills you have acquired throughout your career, that you want to highlight)*

(1st Element: The introductory paragraph - Must be specific and highly detailed for each job series and position you're applying to. You need to outline all the specific skills you have that are directly related to the position you are seeking including Key Words identified in the positions description.)

Focused and highly motivated management professional, with 12 + years of extensive experience in Strategic Workforce Planning, EEO, OHR and Diversity Mgt. Utilizing my background in Disability, Accommodations, Business Operations, Project Management, and Statistical Analysis to develop comprehensive programs based on the employment needs and mission of the agency. Deploying metric based solutions and maximizing our ROI. I'm an innovative and energetic team player, relationship builder, and highly effective communicator.

(2nd Element: List of skills directly related to the position and the Key Words you identified - Back up your skill summary with specific examples from you career or education. Identify specific accomplishments, length of time, highlight numerical results and awards derived from those duties and skills. This is the most critical area of the resume. You are relating an activity in your career to that of the position you are applying and showcasing your accomplishments.)

- Develop and create a Strategic Workforce Planning program to ensure were accurately utilizing all available resources. **Good Example**
- Expert in Diversity Management. and Employee Relations assisting managers and staff in identifying and solving EEO Policy questions on Accommodations, for the past 9 yrs. **Better Example**
- Trained a staff of 100+ internal and external personnel on diversity rules and regulations. This lead to a 70% reduction in violations and improved the overall atmosphere at ABC Co. **Best Example**

*(3rd Element: Acquired skills - These are skills you want every employer to know you possess and feel they are what defines you as a model employee. Remember you **MUST** quantify and qualify every statement you make.)*

- Analyze, develop, test and incorporated IT business solutions to enhance business process control and tracking. **Good Example**
- Supervised, motivated, mentored and lead by example, using experience backed judgment, strong work ethic, and irreproachable integrity, derived from my 12yrs as a Department Manager at ABC Co. **Better Example**
- Developed and implemented a supply inventory program, which tracked our use of production and office materials. This provided us detailed reports of our available inventory at all times. Allowing us to make more informed purchasing decisions. Resulting in ABC Co. to save 500,000 per year. **Best Example**

EMPLOYMENT HISTORY

**Name of Employer Position &
Title
GS level or Salary and Years of Service**

(This section should be identical to skill summary. Write up a brief description of duties, and identify your major roles and responsibilities. Describe in detail each position you held for at least the last 10 years and quantify and qualify each statement).

TIP: Describe each duty like you are teaching it to someone for the first time. We are not allowed to assume you can or can't do anything.

Ex: Cashier: A cashier can perform numerous duties, if you only list cashier we can only interpret that as someone we collected and distributed money).

As Diversity Manager, I analyze develop and manage programs and projects related to the successful deployment of our department's initiatives. My duties included ensuring we provided an inclusive work environment, free from discrimination and ensuring we met all federal and state regulations. This was accomplished by collecting, analyzing human capitol data and statistics from various sources to get an accurate analysis of the programs and work environment we provided our employees. Performed labor market Statistical analysis and employment projections locally and nationally to determine our recruitment strategy to ensure we were recruiting from a diverse population. **Good Example**

- Coordinated with our OHR and EEO managers to develop programs to improve our diversity in the workplace. We preformed detailed analysis of the current workforce, and developed a strategy to ensure we targeted a broader workforce. This had an immediate impact on our community relations and a 20% increase in local sales. **Better Example**
- Diversity manager for the past 7 years I was responsible for a staff of 20 employees. I coordinated with our OHR to develop and measure our recruiting efficiency, to determine our cost per employee hired and accurate ROI. We identified various key elements related to recruiting and performed a statistical analysis on how we could reduce our cost per hire. This lead to a yearly savings of 15% on our recruiting expenses. **Best Example**

ACCOMPLISHMENTS

(This is where you can identify any areas of your career you feel an employer will get a better understanding of who you are and your additional activities, to included honors received by organizations, exceeding specific goals on projects, etc.)

- 2011 Supervised and developed the Specialty Hiring Program Noncompetitive Direct Hiring program at HHS and the OPDIVs
- 2008 Liaised with union and management on contract negotiations and labor dispute settlements with global manufacturer. Avoiding the loss of 200+ jobs and saving the company 1.3 million dollars.
- 2006 The Minority Entrepreneur Network - Assisted 5 minority startup companies in researching, forecasting, and drafting their business plans and applications for SBL's and Angel investing.
- 2005 Restructured vendor contracts for a gross savings resulting in \$375K.per quarter.

COMPUTER SOFTWARE

(List all software and applications you are experienced in and at what level. Please indicate a formal training and where you received that training)

ADDITIONAL TRAINING

(List any formal or informal training including accreditations and number of hours in the specific field)

- I have attended various seminars on EEO compliance and diversity **Good Example**
- Extensive EEO Compliance Training: Laws & Discrimination, Diversity in the Workplace, Workplace Relationships, EEO Complaints and Resolutions: (80+ hours of training) **Better Example**
- Extensive Project Management Training specializing in large scale projects and developing the project plans and schedule. All training was done at PMI Institute 2002 thru 2011 (120 hours) **Best Example**

EDUCATION

MBA - Business Management, xxxxxxxx University, city, state: year graduated and (GPA 3.93/4.0) (NOTE: This format is different than a standard resume)

BA - Business Management, xxxxxxxx University, city, state: year graduated and (GPA 3.87/4.0) (NOTE: This format is different than a standard resume)

**Graduated Cum laude *Dean's List: (5 times)*

HONORS AND AWARDS

(Any formal awards you would like to share)

VOLUNTEER WORK & COMMUNITY INVOLVEMENT

(Depending on the type of work volunteering can count the same as formal on the job experience if related to the position)

(2010 - current) I hold Diversity workshops at the ABC community center in Washington DC, 6 times each month. I provide employers with information on developing an inclusive and diverse workforce.

PROFESSIONAL ASSOCIATIONS

AAPD - American Association of Peoples with Disabilities

HAVA - Honored American Veterans Afield **NRA** - National Rehabilitation Association **PMI** - Project Management Institute

Wounded Warriors Project - Warriors to Work

REFERENCES: *(List at least 3 reference including their contact information)*

Example of not selling skills and experience well

U.S. Army

Mar. 20XX–Mar.20XX

- Inspection and maintenance of equipment
- Certified in rappelling from buildings and helicopters
- Planned training programs about weapons, area recon, and tactical movements
- Responsible for up to 40,000 pounds of net worth explosives, 2 heavy armored Humvees, military sensitive items, and the welfare of 8 military personnel
- Deployed to Afghanistan and Kuwait

Awards

- Army Achievement Medal
- Soldier of the Year

Example of selling skills and experience well

U.S. Army

Mar. 20XX–Mar. 20XX

- Oversaw biweekly inspection and maintenance of equipment valued at \$500,000
- Coordinated workplace training for up to 50 people, writing course curriculum and assessing class success
- Supervised eight people, creating work schedules and providing regular performance evaluations
- Traveled to 10 countries in Europe, Africa, and the Middle East; navigated different cultures and customs successfully

Awards

- Army Achievement Medal: Received for completing 400+ medical evaluations and improving patient reports through the creation of a patient database
- 20XX Soldier of the Year: Competed against soldiers from around the world in endurance and aptitude tests

SOAR Action Statements

Statement, Occurrence, Amount, and Result (SOAR) provides you with perfect action statements for your resumes.

Can you answer these questions to develop one action statement about your duties or accomplishments?

1. Statement of Action – What did you do? (Action verb)
2. Occurrence of Action – How often action occurred/took place (daily, weekly, annually, etc.)
3. Amount of Action – How much, how many? (20%, 50+, over 100, \$1M, etc.)
4. Result of Action – Result/outcome of efforts (increased, decreased, designed, saved, implemented, etc.)

Example:

Statement – Managed a technical crew

Occurrence – Managed a technical crew on a daily basis

Amount – Managed a technical crew of over 20 people on a daily basis

Result – Managed a technical crew of over 20 people, on a daily basis, that increased production 3 quarters in a row

Sample Cover Letter

*******You should use the same header as your resume and reference page and remember there is no need to indent paragraphs in block format.**

Today's Date

Individual Name (Use Mr., Ms. or Dr.)

Title

Company Name

Company Street Address

City, State, Zip Code

Dear _____: (Be sure to use a colon because this is a business letter)

First Paragraph: *The first paragraph simply tells what position you are applying for and how you learned* (website, recruit, etc.) of the position. If you know someone at the company, or if someone referred you, be sure to mention it in your first paragraph in order to catch the reader's attention.

- You could also state why you are interested in the position or what attracted you to the company (to show that you have researched the company.)

Second and/or Third Paragraph(s): *This one is a little harder, but you basically want to tell the employer why they should hire you!*

- Describe your accomplishments, previous experience, and job-specific skills. (You can use one or two paragraphs for this section).
- Be selective. There's no need to restate everything that is on your resume.
- A good tip is to look at the qualifications listed on the position announcement, then make sure you respond to each qualification listed.
- You are establishing your case for an interview so indicate at least three accomplishments that fit directly with what the employer is looking for.
- Focus on what you can do for the company instead of what the company can do for you.
- Refrain from starting all of your sentences with "I".

Last Paragraph: *This paragraph closes the letter and does three things:*

- Request a meeting or an interview at the employer's convenience.
- Invite the employer to contact you with additional questions (include phone number and e-mail address here).
- Thank the employer for his/her time and consideration. Allow the employer enough time (1-2 weeks) to review the resume before you follow up.

Sincerely,

(Sign your name below and type your name beneath your signature)

Include an enclosure statement, if you have enclosed other documents (i.e. transcripts or resume)

Career Readiness Competencies & Your Resume

How can your resume reflect the competencies employers are seeking?

Competency & Definition <i>Consider printing a position description & circling the words and synonyms below that appear in it. Bullet points should reflect these words/synonyms.</i>	Give specific examples; quantify where possible <i>Club or organization, internship, co-op, part-time or full-time job, assistantship, creative inquiry, research, study abroad, volunteering, special project, etc.</i>	
Critical Thinking/ Problem Solving	Practice sound reasoning and analytical skills to make decisions and overcome problems	Example: Marketing Internship: Created strategic marketing plans by conducting extensive research for various clients
Oral/Written Communication	Articulate thoughts and ideas clearly to a variety of audiences and employ effective public speaking skills	
Teamwork/ Collaboration	Build collaborative relationships with coworkers and be able to work well in a team environment	
Digital Technology	Leverage existing digital technologies ethically and efficiently to complete tasks; demonstrate effective adaptability to new technologies	
Leadership	Utilize the strengths of others to achieve common goals; use interpersonal skills to develop and motivate others	
Professionalism/ Work Ethic	Exhibit effective work habits such as punctuality, working productively, personal accountability, integrity, and ethical behavior	
Career Management	Identify skills, strengths, knowledge, experiences, and areas of growth related to career goals; navigate job options and pursue opportunities	
Global/ Intercultural Fluency	Demonstrate openness, inclusiveness, sensitivity, and the ability to interact respectfully with all people; understand individuals' differences	

ACTION VERBS BY CTEGORY

MANAGEMENT ACTION VERBS				FINANCIAL ACTION VERBS		
Administer	Contract	Head	Recruit	Account	Budget	Monitor
Appoint	Decide	Hire	Regulate	Adjust	Calculate	Procure
Approve	Delegate	Leverage	Review	Allocate	Compute	Project
Assign	Direct	Manage	Reward	Acquire	Control	Purchase
Assume	Dispatch	Monitor	Save	Appraise	Estimate	Reconcile
Award	Dispense	Orchestrate	Supervise	Audit	Finance	Save
Chair	Employ	Oversee	Terminate	Balance	Forecast	Transfer
Choose	Handle	Recommend	Withdraw	Buy	Formulate	
RESULTS ACTION VERBS				ORGANIZATIONAL ACTION VERBS		
Achieve	Decrease	Implement	Reduce	Arrange	Integrate	Replace
Accelerate	Double	Improve	Resolve	Catalogue	Join	Retrieve
Accept	Eliminate	Integrate	Restore	Chart	List	Schedule
Accomplish	Enable	Initiate	Select	Classify	Log	Screen
Advance	Enlarge	Launch	Simplify	Compile	Map	Specialize
Affect	Establish	Maintain	Stabilize	Conserve	Modify	Specify
Attain	Exceed	Maximize	Standardize	Consolidate	Organize	Stretch
Augment	Excel	Obtain	Streamline	Cut	Plan	Structure
Broaden	Execute	Overhaul	Trim	Designate	Prepare	Substitute
Complete	Expedite	Perfect	Update	Devote	Prioritize	Systemize
Compound	Expand	Pioneer	Upgrade	Diagram	Record	Tabulate
Contribute	Extend	Preserve	Widen	Distribute	Reorganize	Target
Convert	Fortify	Realize	Win	Incorporate		
COMMUNICATION ACTION VERBS				HELPING/COOPERATION ACTION VERBS		
Address	Edit	Market	Refer	Advise	Empathize	Predict
Brief	Express	Mediate	Report	Advocate	Encourage	Prescribe
Communicate	Formulate	Meet	Revise	Aid	Enlist	Protect
Consult	Influence	Negotiate	Speak	Anticipate	Ensure	Provide
Contact	Inform	Network	Suggest	Assist	Facilitate	Rectify
Convince	Interact	Persuade	Summarize	Collaborate	Familiarize	Rehabilitate
Correspond	Interpret	Present	Talk	Cooperate	Foster	Represent
Describe	Interview	Promote	Translate	Coordinate	Guide	Serve
Document	Lecture	Publish	Write	Consult	Harmonize	Sympathize
Draft				Counsel	Moderate	
TEACHING ACTION VERBS				CREATIVE ACTION VERBS		
Apply	Demonstrate	Indicate	Praise	Act	Entertain	Invent
Appraise	Discipline	Infer	Provoke	Adapt	Establish	Originate
Assess	Doubt	Instruct	Reinforce	Author	Exhibit	Perform
Attend	Educate	Introduce	State	Compose	Explore	Pilot
Calm	Elaborate	Judge	Stimulate	Conceive	Fashion	Remodel
Challenge	Elicit	Listen	Teach	Conduct	Forge	Renovate
Clarify	Emphasize	Model	Tell	Create	Generate	Revitalize
Coach	Excite	Motivate	Thank	Design	Illustrate	Shape
Compliment	Explain	Observe	Train	Develop	Imagine	Stimulate
Consider	Explore	Orient	Tutor	Devise	Improvise	Transform
Define	Focus			Display	Institute	Visualize
RESEARCH ACTION VERBS				TECHNICAL ACTION VERBS		
Amplify	Critique	Interpret	Study	Activate	Engineer	Program
Analyze	Determine	Investigate	Summarize	Assemble	Fabricate	Repair
Collect	Disprove	Locate	Survey	Build	Install	Retool
Compare	Evaluate	Measure	Test	Construct	Navigate	Sell
Conduct	Examine	Process	Validate	Contrive	Operate	Solicit
Identify	Inspect	Research		Deliver	Participate	Supply

Skills & values list



Hard Skills, Soft Skills and Transferability Explained

Job-related “HARD” skills are those technical skills that are directly related to a job task: i.e., operating a woodworking machine...closing a sale of merchandise...designing a webpage...installing an engine, etc.

Self-management “SOFT” skills are personal traits you possess; your attitude and personality...the ability to work on a team...having a “can-do” attitude...honesty...enthusiasm, etc.

Transferable “PORTABLE” skills are those HARD or SOFT skills that carry-over from previous experiences to a specific new job opportunity...you must identify and sell these skills in your resume and during the job interview.

Computer Skills Checklist: Review the following list and indicate all skills you have with a “”.

Computer Skills			
Multi Media <input type="checkbox"/> Strata <input type="checkbox"/> Premier <input type="checkbox"/> Aldus Persuasion <input type="checkbox"/> Corel Presentation <input type="checkbox"/> Morph <input type="checkbox"/> Director <input type="checkbox"/> Painter <input type="checkbox"/> After Effects Databases <input type="checkbox"/> Access <input type="checkbox"/> dBase <input type="checkbox"/> FileMaker Pro <input type="checkbox"/> Paradox <input type="checkbox"/> Goldmine	Programming <input type="checkbox"/> UNIX <input type="checkbox"/> C++ <input type="checkbox"/> JAVA <input type="checkbox"/> PERL <input type="checkbox"/> ActiveX Repair/Set-up <input type="checkbox"/> A+ <input type="checkbox"/> LAN / WAN <input type="checkbox"/> CNE / CNA / MSC Internet <input type="checkbox"/> Web page design <input type="checkbox"/> HTML/VRML <input type="checkbox"/> Firefox <input type="checkbox"/> MS Internet Explorer <input type="checkbox"/> Flash	Spreadsheets <input type="checkbox"/> Quick Books <input type="checkbox"/> Lotus 1-2-3 <input type="checkbox"/> Excel <input type="checkbox"/> Quattro Pro <input type="checkbox"/> Peachtree <input type="checkbox"/> OO Calc Web Apps/Social Media <input type="checkbox"/> Instagram <input type="checkbox"/> Facebook <input type="checkbox"/> LinkedIn / Zoominfo <input type="checkbox"/> Snapchat <input type="checkbox"/> Tumblr <input type="checkbox"/> You Tube <input type="checkbox"/> Twitter <input type="checkbox"/> Pinterest	Desktop Publishing/ <input type="checkbox"/> InDesign <input type="checkbox"/> MS Publisher <input type="checkbox"/> Power Point <input type="checkbox"/> Quark Express <input type="checkbox"/> Photoshop <input type="checkbox"/> Corel Draw <input type="checkbox"/> OO Presentation <input type="checkbox"/> Prezi Operating Systems <input type="checkbox"/> Windows Vista <input type="checkbox"/> Window XP <input type="checkbox"/> MAC <input type="checkbox"/> NT

SOFT Skills Checklist: Use the following list to help identify personal, self-management SOFT skills you believe you have. Place a “” next to the top **six** skills you have...

SOFT Skill Examples			
<input type="checkbox"/> Accept criticism <input type="checkbox"/> Accurate <input type="checkbox"/> Adaptable <input type="checkbox"/> Adventurousome <input type="checkbox"/> Analytical <input type="checkbox"/> Articulate <input type="checkbox"/> Assertive <input type="checkbox"/> Ambitious <input type="checkbox"/> Candid <input type="checkbox"/> Competent <input type="checkbox"/> Confident <input type="checkbox"/> Courteous <input type="checkbox"/> Cooperative <input type="checkbox"/> Creative thinker	<input type="checkbox"/> Customer oriented <input type="checkbox"/> Decisive <input type="checkbox"/> Dependable <input type="checkbox"/> Diverse <input type="checkbox"/> Diplomatic <input type="checkbox"/> Effective <input type="checkbox"/> Efficient <input type="checkbox"/> Emotionally stable <input type="checkbox"/> Enthusiastic <input type="checkbox"/> Follow instructions <input type="checkbox"/> Friendly <input type="checkbox"/> Flexible <input type="checkbox"/> Hard-working <input type="checkbox"/> Honest	<input type="checkbox"/> Innovative <input type="checkbox"/> Knowledgeable <input type="checkbox"/> Literate <input type="checkbox"/> Loyal <input type="checkbox"/> Mature <input type="checkbox"/> Motivated <input type="checkbox"/> Optimistic <input type="checkbox"/> Orderly <input type="checkbox"/> Outgoing <input type="checkbox"/> Patient <input type="checkbox"/> Persistent <input type="checkbox"/> Positive attitude <input type="checkbox"/> Problem solver <input type="checkbox"/> Punctual	<input type="checkbox"/> Reliable <input type="checkbox"/> Resourceful <input type="checkbox"/> Self-confident <input type="checkbox"/> Self-starter <input type="checkbox"/> Sense of humor <input type="checkbox"/> Sensitive to others <input type="checkbox"/> Sincere <input type="checkbox"/> Tactful <input type="checkbox"/> Talented <input type="checkbox"/> Team oriented <input type="checkbox"/> Time managed <input type="checkbox"/> Technology centered <input type="checkbox"/> Trustworthy <input type="checkbox"/> Work under pressure <input type="checkbox"/> Work ethic

Job-Related Skills Checklist: The following are examples of HARD skills if they are related to a specific occupation and its tasks/duties.

STEP 1: From each category that applies to you, select your **3** strongest skills and check “√.”

<i>Job-Related HARD Skill Examples by Career Theme Code</i>					
R Physical & Technical <input type="checkbox"/> Assemble <input type="checkbox"/> Move <input type="checkbox"/> Bend <input type="checkbox"/> Punch <input type="checkbox"/> Bind <input type="checkbox"/> Repair <input type="checkbox"/> Build <input type="checkbox"/> Setting-up <input type="checkbox"/> Cut <input type="checkbox"/> Drill <input type="checkbox"/> Drive <input type="checkbox"/> Feed <input type="checkbox"/> Grind <input type="checkbox"/> Handle <input type="checkbox"/> Lift		I Research & Science <input type="checkbox"/> Analyze <input type="checkbox"/> Interpret <input type="checkbox"/> Clarify <input type="checkbox"/> Interview <input type="checkbox"/> Collect <input type="checkbox"/> Investigate <input type="checkbox"/> Critique <input type="checkbox"/> Read <input type="checkbox"/> Evaluate <input type="checkbox"/> Reason <input type="checkbox"/> Examine <input type="checkbox"/> Review <input type="checkbox"/> Gather <input type="checkbox"/> Survey <input type="checkbox"/> Inspect <input type="checkbox"/> Synthesize <input type="checkbox"/> <input type="checkbox"/> Troubleshoot		A Creative & Communication <input type="checkbox"/> Abstract <input type="checkbox"/> Listen <input type="checkbox"/> Act <input type="checkbox"/> Negotiate <input type="checkbox"/> Create <input type="checkbox"/> Paint <input type="checkbox"/> Design <input type="checkbox"/> Perceive <input type="checkbox"/> Discriminate <input type="checkbox"/> Perform <input type="checkbox"/> Edit <input type="checkbox"/> Persuade <input type="checkbox"/> Express ideas <input type="checkbox"/> Report <input type="checkbox"/> Humor <input type="checkbox"/> Speak <input type="checkbox"/> Imagine <input type="checkbox"/> Shape <input type="checkbox"/> Innovate <input type="checkbox"/> Visualize <input type="checkbox"/> Interpret <input type="checkbox"/> Write <input type="checkbox"/> Interview <input type="checkbox"/> Invent	
S Helping Teaching <input type="checkbox"/> Care <input type="checkbox"/> Speak <input type="checkbox"/> Coach <input type="checkbox"/> Team Work <input type="checkbox"/> Counsel <input type="checkbox"/> Advise <input type="checkbox"/> Guide <input type="checkbox"/> Clarify <input type="checkbox"/> Lead <input type="checkbox"/> Coach <input type="checkbox"/> Listen <input type="checkbox"/> Coordinate <input type="checkbox"/> Mentor <input type="checkbox"/> Develop <input type="checkbox"/> Observe <input type="checkbox"/> Encourage <input type="checkbox"/> Refer <input type="checkbox"/> Explain <input type="checkbox"/> Relate <input type="checkbox"/> Facilitate <input type="checkbox"/> Sensitivity <input type="checkbox"/> Inform <input type="checkbox"/> Service <input type="checkbox"/> Stimulate <input type="checkbox"/> Support		E Management & Sales <input type="checkbox"/> Assess <input type="checkbox"/> Lead <input type="checkbox"/> Coach <input type="checkbox"/> Make <input type="checkbox"/> Contract <input type="checkbox"/> decisions <input type="checkbox"/> Delegate <input type="checkbox"/> Manage <input type="checkbox"/> Develop <input type="checkbox"/> Mediate <input type="checkbox"/> Direct <input type="checkbox"/> Motivate <input type="checkbox"/> Evaluate <input type="checkbox"/> Organize <input type="checkbox"/> Hire <input type="checkbox"/> Plan <input type="checkbox"/> Influence <input type="checkbox"/> Make Policy <input type="checkbox"/> Initiate <input type="checkbox"/> Solve <input type="checkbox"/> <input type="checkbox"/> Problems <input type="checkbox"/> <input type="checkbox"/> Reconcile <input type="checkbox"/> <input type="checkbox"/> Recruit <input type="checkbox"/> <input type="checkbox"/> Schedule <input type="checkbox"/> <input type="checkbox"/> Sell <input type="checkbox"/> <input type="checkbox"/> Supervise		C Financial Detail <input type="checkbox"/> Account <input type="checkbox"/> Arrange <input type="checkbox"/> Accurate <input type="checkbox"/> Classify <input type="checkbox"/> Allocate <input type="checkbox"/> Collate <input type="checkbox"/> Analyze <input type="checkbox"/> Collect <input type="checkbox"/> Appraise <input type="checkbox"/> Compile <input type="checkbox"/> Audit <input type="checkbox"/> Copy <input type="checkbox"/> Bookkeep <input type="checkbox"/> Dispatch <input type="checkbox"/> Budget <input type="checkbox"/> File <input type="checkbox"/> Calculate <input type="checkbox"/> Follow-through <input type="checkbox"/> Compute <input type="checkbox"/> Meet <input type="checkbox"/> Keep Records <input type="checkbox"/> deadlines <input type="checkbox"/> Maintain <input type="checkbox"/> Purchase <input type="checkbox"/> Prepare <input type="checkbox"/> Record <input type="checkbox"/> Raise Funds <input type="checkbox"/> Retrieve	

From the checked skills, write down the top six (6) skills you wish to use in the future;

1. _____ 2. _____ 3. _____
 4. _____ 5. _____ 6. _____

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