

Get ready to win.

Resume Builder

Standing apart from the crowd is as easy as 1, 2, 3.

1. Use the **Resume Helper** to organize your job history and information before beginning your resume.
2. Create your resume on a computer. After you have filled in a template with your information, upgrade your resume bullet points with starters from the **Action Words** sheet. Weave **Soft Skills** into your job history to highlight your accomplishments.
3. Check your resume for mistakes... then check it again. Ready to send? Use the **Cover Letter Examples** to introduce yourself.

FREE tools and resources to help people succeed



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This program is funded with federal dollars.

Use back of pages if needed and don't worry if you do not have some entries.

Name _____ Phone _____
City & ST _____ Email _____

Summarize your experience in different fields or knowledge, including number of years.

Field 1. _____
Field 2. _____
Field 3. _____

List specific areas of skill, including technologies, tools, and equipment.

List related experience and skills such as foreign languages, community activities, and volunteer work (particularly if you are just beginning your career).

Education

High School _____
City & ST _____ Year _____

College _____
City & ST _____ Year _____
Major _____ Degree _____

Professional Certifications & Licenses

Military (include branch, location, position, rank, years, honorable discharge, accomplishments, awards, etc.)

Work History (beginning with most recent or current employment)

Company _____ Start & End Years _____

Title/Position _____ City & ST _____

Brief description of duties and responsibilities _____

Briefly describe specific achievements that set you apart from other employees _____

Company _____ Start & End Years _____

Title/Position _____ City & ST _____

Brief description of duties and responsibilities _____

Briefly describe specific achievements that set you apart from other employees _____

Work History Continued

Company _____ Start & End Years _____

Title/Position _____ City & ST _____

Brief description of duties and responsibilities _____

Briefly describe specific achievements that set you apart from other employees _____

Company _____ Start & End Years _____

Title/Position _____ City & ST _____

Brief description of duties and responsibilities _____

Briefly describe specific achievements that set you apart from other employees _____

Action Words

From Plain...

did/took care of...

set up/started...

put together...

wrote...

kept up...

led...

made...

made ready...

made better...

checked...

made sure...

gave...

showed...

got...

To Powerful

performed, achieved, handled, completed, managed, accomplished, processed, administered

arranged, initiated, launched, organized, implemented, invented, established, introduced, spearheaded, founded

compiled, coordinated, collected, constructed

composed, formulated, drafted, recorded, monitored, documented

maintained, managed, balanced

directed, headed, guided, conducted

created, produced, devised, designed, established

prepared, planned, arranged

improved, overhauled, streamlined, restructured, upgraded, revamped, revitalized, reorganized, remodeled, transformed

reviewed, verified, monitored, examined, analyzed

assured, ensured, checked

provided, supplied, presented

demonstrated, displayed, presented, trained, instructed, coached

obtained, secured, acquired

General

accomplished

achieved

acquired

adjusted

administered

advised

analyzed

approved

arranged

balanced

built

calculated

coached

charted

collected

compared

compiled

completed

composed

conducted

consolidated

constructed

coordinated

created

delivered

designated

designed

detected

determined

devised

directed

documented

drafted

edited

eliminated

established

evaluated

examined

formulated

founded

gathered

generated

guided

handled

headed

implemented

improved

initiated

instructed

integrated

interpreted

introduced

invented

justified

launched

maintained

managed

modified

monitored

motivated

obtained

organized

performed

persuaded

planned

prepared

presented

processed

produced

provided

recorded

remodeled

reorganized

restructured

revamped

reviewed

revitalized

secured

selected

spearheaded

streamlined

trained

transformed

verified

Soft skills are not taught in a classroom. They are what most would consider people skills. Soft skills are useful across all industries. They can be considered natural abilities and are related to emotional intelligence.

Adaptability

Decision making
Optimism
Self-confidence
Organization

Attention to Detail

Critical observation
Listening
Organization
Memory
Recall
Scheduling

Calmness Communication

Confidence
Verbal communication
Written communication
Friendliness

Creativity

Divergent thinking
Insight
Experimenting
Design
Questioning

Interpersonal Skills

Empathy
Humor
Sensitivity
Patience
Public speaking
Diplomacy

Leadership

Project management
Selflessness
Humility
Cultural intelligence
Authenticity
Versatility
Trust
Mentorship

Problem Solving

Analysis
Initiative
Persistence
Persuasion
Brainstorming
Decision making

Teamwork

Conflict management
Active listening
Collaboration
Coordination
Mediation
Delegation
Negotiating

Time Management

Goal setting
Self-starter
Focus
Delegation
Coping
Organization
Stress management

Work Ethic

Integrity
Responsibility
Discipline
Dependability
Self-motivated
Professionalism

Using Soft Skills in Your Resume

It is best to avoid listing soft skills in bullet format. Anyone can list “effective communicator” or “team-player” on their resume. A highly effective way to convey these skills is to weave them into descriptive and engaging sentences.

Examples of Weaving Soft Skills into Your Resume

Edited from 3 to 5 reports per week, catching 95% of all grammatical and spelling errors.

Communicated online with clients daily, updating them on special promotions that would benefit their business.

Built positive, lasting relationships with customers resulting in increased loyalty and return shoppers.

Led team of 5 web designers, guiding them towards the launch of an innovative solution to a complex problem, that resulted in earning 5 industry awards

Collaborated with a 5-person team to develop a cutting-edge initiative that boosted ACME Rocket Roller Skate's flagship product by 30% in 1 year.

Kept projects on schedule through regular meetings, ensuring that collaborators stayed on task and had the tools necessary to succeed.

Cover Letter Examples

Response to Ad

To: jones.robert@bobjonesinc.com

Re: Maintenance Supervisor – Skilled and Experienced

Dear Mr. Jones:

I am interested in your maintenance supervisor position posted on Job Monster and would like to have the opportunity to convince you that I would be a great fit.

As maintenance supervisor of Acme Rocket Roller Skate, Inc., I have provided the technological and operational leadership that has consistently delivered success. Under my direction:

- Operating efficiency rate has risen from 70% to 95% in only 5 years.
- Equipment repair costs have been slashed from \$100K to \$15K annually due to diligent and effective preventive maintenance.
- New hire training program has been recognized as a “best practice” by the International Rocket Roller Skate Consortium.

As a result, coyotes are buying roller skates at unprecedented levels and road runners are becoming increasingly nervous.

I have the experience you are looking for and I look forward to meeting with you to discuss the value and integrity I can bring to your company. I will contact you late next week to see if there might be an opportunity for me at Bob Jones, Inc. Thank you for your time and consideration.

Sincerely,

Wile E. Coyote

Response From Referral

Dear Ms. Cooper:

My friend, Kermit the Frog, tells me that you are looking for a marine maintenance technician for your growing Pickford operation.

I am experienced, reliable, loyal, and customer focused and would like to talk with you about joining your team.

My attached resume describes more than 10 years' experience with Bob's Boats, during which I was regularly promoted through increasingly responsible positions. Whether independently or with a team, I worked diligently to provide top-tier service and support to our customers. I was known for my technical expertise, training skills, integrity, and 100% reliability.

A recent downsizing has eliminated my position — thus my search for a new opportunity where I can have an immediate and significant impact on customer satisfaction. I would welcome the opportunity to discuss the above-referenced position and will follow up in a few days to hopefully set up an interview.

Thank you for your time and consideration.

Sincerely,

Rizzo T. Rat
rizzo@mail.com
800-900-1122 (cell—call or text anytime)