

RESUME COMPONENT SAMPLES

OBJECTIVES

- < Job title> position utilizing my skills in <what>.
- A challenging career as a < job title>.
- A management position in <field> in the <which> industry.
- A position as a < job title> in a major corporation.
- An entry-level position in <what>, with opportunity for advancement.
- An interesting position as a < job title> in a < kind of organization>.
- An interesting position with a growing company
- Desire a position as a (job title) where my skills and talents will be fully utilized.
- Seeking a position in the <what field> field.

SKILLS AND ABILITIES

- 3 years experience working on small aircraft engines and airframes.
- 4 years experience working with small teams to accomplish its goals while following certain guidelines and procedures.
- Accountable for maintaining inventory and ordering supplies.
- Accountable for the security of ammunition and explosive ordnance.
- Accustomed to working and living in adverse climates.
- Acted as a security supervisor ensuring the safety and security of a government building.
- Assigned personnel and equipment to operational job requirements.
- Assisted as instructor for demolition use, handling, and safety equipment
- Awards - Good Conduct Medal, Sea Service Deployment Ribbon and National Defense Medal.
- Calibrated and inspected clinical equipment.
- Conducted investigations and wrote incident reports. Maintained detailed logs and records.
- Conducted safety inspections and briefs at construction sites.
- Integrated the ability to exercise quality leadership.
- Dependable and loyal, Performance driven: Only satisfied with being # 1.
- Drug Free Service: Tested at least quarterly since 2001.
- Earned awards of recognition for superior performance of duties.
- Edited and revised operating procedures and technical manuals/publications.
- Ensured preventive maintenance was routinely performed on all equipment.
- Expedited prisoners to and from penal institutions.
- Experience in both urban and rural tactical operations including room clearing, hostage rescue, disarming personnel, and anti-terrorism and awareness and counteraction.
- Experience utilizing radio systems as dispatcher/communicator
- Extensive heavy construction equipment (types or size) all phases of construction.
- Guarded high valued, access restricted, multi-million dollar installations.
- Held Top Secret security clearance from Oct 2003- Jun 2005
- Initiated a tracking system within section to ensure the timely turn-around of correspondence and requests.
- Invented new maintenance procedures.
- Investigated and provided solutions to mechanical problems.
- Knowledgeable in all aspects of the HV AC installation and preventive maintenance.
- Maintained detailed logs detailing the activities of numerous missions.
- Monitored restricted personnel to ensure they remained in detention areas.
- Participated in a joint task force with the DEA, United States Army, and local law enforcement agencies in prevention of illegal narcotics traffic. Participated in Operation Restore Hope in Somalia.
- Patrolled assigned areas for forbidden activities, infractions of the law.
- Perform well under pressure and is invariably cooperative, during times of stress.
- Performed/operated hands-on maintenance and repairs to air conditioning and refrigeration systems.
- Processed daily correspondence, for proper forwarding, action, and filing.
- Proficient in the use and safe handling of various assault and small arms weapons. (i.e. sidearm, shotgun).

- Promoted a positive public relations image by employing tact, diplomacy, and problem solving skills and reacting quickly and efficiently to emergency situations.
- Provided reconnaissance and surveillance for ground combat element and was instrumental in supplying food and health care supplies.
- Recognized as a skilled user of computer software -Windows 98, 2000, XP Microsoft Office.
- Responsible for education and training for 100-man unit.
- Scheduled and managed installation crews while coordinating with other trades on installation regulations.
- Shift Forman who supervised personnel and work assignments on a daily basis.
- Supervised a reconnaissance team during a joint task force mission with the DEA and FBI.
- Supervised a section of 10 mechanics. (State type).
- Supervised security patrols of a team of consisting of 10 or more members.
- Supported HV AC construction sites to include producing documentation, mechanical drawings, estimates, and job proposals.
- Taught team members routine maintenance procedures.
- Trained and certified in the safe handling and storage of hazardous materials. (State certification level and certifying agency).
- Trained in the use of deadly force, as well as non-lethal apprehension techniques.
- Used computers to determine proper weight and balance of air vehicles.
- Verified authentication of passes and identification cards of military personnel and civilian employees.

SUGGESTIONS – QUALIFICATIONS / SKILLS / EXPERIENCE

- < How many> years of progressive experience and responsibility with documented success in the areas of <what> at various organizational levels.
- < How many> years proven record of accomplishments in <what>.
- <How many> years experience as a <what>.
- <How many> years progressive <what> experience.
- <How many> years successful experience in a <what> setting.
- <Title> with extensive experience in <what>.
- A <what> with more than < how many> years in <what>.
- A good morale builder.
- A hands-on professional with a proven record of success.
- Developed new ideas and processes.
- Able to visualize solutions to bring about changes.
- Achieved consistent client satisfaction.
- Acted as liaison between <who> and <who>.
- Actively participated in <what>.
- Adept at both oral and written communication. Interact effectively with individuals of all levels.
- Adept at recognizing client needs, and meeting them.
- Administered <what>, which involves < key areas>.
- Advised < whom> on < what kind of > matters.
- An experienced team player, bringing enthusiasm and energy into group efforts.
- Applied knowledge of <what> in <what>.
- Articulate and creative, offering innovative and -practical solutions.
- Assertive, self-motivated, goal-oriented, organized and efficient.
- Assisted <whom> in planning and execution of <what>.
- Assisted* subordinates and supervisors in identifying and resolving problems.
- Bring enthusiasm to team projects and encourage others to develop workable ideas.
- Broad experience as <what>.
- Can easily break a large project down into smaller pieces, prioritize goals, and work under short deadlines without sacrificing creativity.
- Can work within a set budget and meet or exceed expectations.
- Capable at following directions.

- Capable at working independently.
- Capable of handling multiple projects concurrently.
- Capable to handle multiple projects concurrently.
- Cheerful personality.
- Chosen as the <what>.
- Collaborated on <what>.
- Committed to assisting others.
- Communicator that interacts effectively with individuals of all levels.
- Compiled, analyzed and presented <what>.
- Computer literate - can quickly learn new software.
- Conducted <what>.
- Consistently met or exceeded <what> goals.
- Consistently successful in <what>.
- Consulted with clients to determine their needs and priorities.
- Contributed to all aspects of <what>.
- Contributed to profitability by <what>.
- Coordinated <what> between various departments.
- Coordinated and oversaw <what>.
- Coordinated work between < who> and < who>.
- Counseled subordinates in professional, educational and personal matters.
- Created and implemented <what>.
- Created and presented <what>.
- Created and published <what>.
- Creative in developing a workable schedule to meet deadlines efficiently.
- Creative writing skills.
- Dedicated and meticulous.
- Delivered oral and written presentations for <what>.
- Demonstrated ability to consistently meet deadlines.
- Demonstrated ability to work effectively with clients. .
- Demonstrated accuracy, attention to detail and ability to work well in team environment.
- Demonstrated consistent record of <what>.
- Demonstrated effective leadership and encouraged team concepts.
- Demonstrated effective leadership skills.
- Demonstrated effective presentation skills.
- Demonstrated record of high performance standards, including attention to schedules, deadlines, budgets and quality work.
- Demonstrated skillful communication and negotiation skills.
- Demonstrates competence and poise in professional and social settings.
- Dependable - can work without supervision.
- Designed and prepared <what>.
- Designed and presented <what> for < whom>.
- Developed a new <what> system, providing < features and benefits>.
- Developed and implemented <what>.
- Developed and implemented new systems when necessary.
- Directed and lead others to produce desired results.
- Directed and managed staff of <how many> full-time employees.
- Directed, installed, operated and maintained <what>.
- Doubled <what>.
- Effective communication skills, both written and verbal.
- Effective interaction with < who> and < who>.
- Efficient and courteous.
- Enjoy working with people.
- Established a successful <what>.

- Excel at directing a cohesive staff in the successful attainment of objectives.
- Excellent communication skills.
- Excellent communication, interpersonal and organizational skills.
- Excellent track record of <what>. Executed daily operations of <what>, including supervision of <what>.
- Exercise initiative, achievement and independent judgment.
- Expedited communication between upper level management and general personnel.
- Expert <what> with over < how many> years hands-on experience.
- Expert technical knowledge of <what>.
- Expertise in < area> and < area>.
- Extensive < what area> experience.
- Extensive experience in <what>.
- Facilitated <what> by <doing what>.
- Familiar with <what>, <what>, <what> and <what>.
- Familiar with computer software.
- Fluent in < what language>.
- Forecasted <what> with successful analysis of <what>.
- Fostered development of personnel in managerial capability.
- Friendly - can get along well with others.
- Good at working under pressure and meet deadlines.
- Harmonized all multifaceted tasks involved in <what>.
- Helped in preparation of <what>.
- Helped oversee all aspects of <what> for <who or what>.
- Honest, friendly, outstanding communication skills.
- Identified problems, diagnosed causes and determined corrective actions.
- Implemented new procedures for <what> providing < key benefits>.
- Initiated and led seminars for <whom>.
- Instituted a <what> for <whom>.
- Instructed and trained < whom>.
- Instructed new personnel in <what>.
- Interviewed and hired <who>.
- Knowledge of <what kind of> functions.
- Knowledgeable and experienced in all phases of <what>.
- Knowledgeable in all aspects of <what>.
- Launched <what> <with what benefits>.
- Maintained <what kind of> records and produced reports for <whom>.
- Maintained <what> providing < key benefits>.
- Maintained and operated <what> equipment.
- Maintained close personal contact with <whom>.
- Maintained high standards of excellence.
- Maintained inventory of <what>.
- Major strengths in planning, problem solving and communication.
- Managed <what>.
- Managed a staff of < how many> < what profession> < doing what>.
- Managed and operated a <what>.
- More than < how many> years hands-on experience in <what>.
- Organized and efficient.
- Organized and implemented <what>, resulting in <what>.
- Organized and manage <what> by applying experience in <what>.
- Over < how many> years experience in <what>.
- Particular areas of expertise include <what>.
- Pleasant speaking voice.
- Prepared and presented <what> at <what kind of> meetings.
- Prepared and processed more than < how many> <what> each month.

- Presented and expedited solutions to <what>.
- Professional demeanor.
- Proficient in all facets of <what>.
- Proficient in the use of various software packages including <what>.
- Proficient in translating ideas into concrete written or visual form to share with others.
- Proven record of working within a budget.
- Provided direction and assistance to < whom>.
- Provided personalized service to < whom>.
- Purchased <what>, maintaining effective inventory control.
- Purchased and maintained <what>.
- Quickly learn procedures and" methods.
- Received <what> award for <what>.
- Represented < who> in <what>.
- Researched and recommended <what>.
- Responded to written and telephone requests' for <what>.
- Responsible for <what>.
- Restructured and improved <what>.
- Scheduled <what> for < whom>.
- Self-motivated and assertive.
- Self-Starting, goal-oriented strategist whose confidence, perseverance and vision promote success.
- Served as < function> for < organization>, including < specific tasks>.
- Skilled at encouraging others and developing rapport.
- Skilled at organizing complex projects, defining project priorities, and delegating tasks.
- Skilled at pleasing customers under all circumstances.
- Skilled in <what>.
- Sold <what> to <whom>.
- Speak < what languages> < how well >
- Spearheaded <what> efforts.
- Strong background in all phases of <what>.
- Strong training skills.
- Structured and maintained a <what>.
- Successfully handled <what>.
- Successfully managed a < how many> -person team < doing what>.
- Supervised < how many> employees, scheduled work hours, resolved conflicts, determined salaries.
- Supervised and managed <what> for a < what kind of> firm.
- Talented in <what>.
- Team player that can work with others toward a team goal.
- Thorough understanding of <what>
- Trained <who> in <doing what>.
- Trained and managed <how many> <what> and achieved significant improvements in their productivity.
- Trained in all areas of <what>.
- Trusted to serve as an agent for others, and to speak on their behalf to accomplish desired results.
- Was instrumental in <what>.
- Well-organized and efficient.
- Work well in a high-pressure environment.
- Working knowledge of <what>.
- Wrote, designed and produced <what>.

ACTION VERBS

**You can use the "Action Verbs"(361 Verbs) to start your "Bullets" on your Resume.
(See Back Page)**

ACTION VERBS

Accomplished	Conducted	Educated	Identified	Ordered	Restricted
Achieved	Consolidated	Elected	Illustrated	Outlined	Retrieved
Acknowledged	Constructed	Elicited	Implemented	Overhauled	Reviewed
Activated	Contracted	Eliminated	Improved	Oversaw	Revised
Adapted	Convinced	Enabled	Incorporated	Oversee	Revitalized
Administered	Cooperated	Encouraged	Increased	Participated	Routed
Advised	Coordinated	Engineered	Influenced	Performed	Saved
Acted	Corresponded	Enlisted	Informed	Persuaded	Scheduled
Addressed	Counseled	Emphasized	Initiated	Pioneered	Screened
Adjusted	Coded	Encouraged	Individualized	Persuaded	Secured
Advertised	Collected	Enforced	Influenced	Placed	Selected
Advocated	Combined	Engineered	Inspected	Planned	Served
Aided	Compared	Enhanced	Installed	Played	Set Goals
Allocated	Compiled	Ensured	Instilled	Prepared	Set up
Allocated	Compiled	Ensured	Instituted	Presented	Shaped
Analyzed	Composed	Entertained	Instructed	Presided	Simplified
Answered	Condensed	Established	Integrated	Prevented	Simulated
Appraised	Conferred	Evaluated	Interpreted	Printed	Sold
Approved	Conserved	Exceeded	Interviewed	Prioritized	Solved
Arbitrated	Considered	Executed	Introduced	Processed	Spearheaded
Arranged	Consolidated	Exercised	Invented	Produced	Specialized
Assembled	Consulted	Expanded	Investigated	Programmed	Specified
Assessed	Contacted	Explained	Interacted	Promoted	Spoke
Assigned	Contributed	Extracted	Interpreted	Provided	Standardized
Assisted	Controlled	Estimated	Intervened	Publicized	Started
Answered	Converted	Evaluated	Interviewed	Purchased	Stimulated
Applied	Conveyed	Examined	Investigated	Received	Summarized
Appointed	Corrected	Executed	Involved	Recognized	Supervised
Appraised	Corresponded	Expedited	Joined	Recommended	Surveyed
Arbitrated	Counseled	Experimented	Launched	Reconciled	Streamlined
Articulated	Created	Explored	Learned	Recruited	<i>Strengthened</i>
Attained	Critiqued	Expressed	Lectured	Reduced	Studied
Audited	Customized	Extracted	Led	Referred	Submitted
Authored	Defined	Fabricated	Listened	Remodeled	Succeeded
Authorized	Delegated	Facilitated	Located	Repaired	Suggested
Balanced	Delivered	Forecasted	Logged	Replaced	Summarized
Booked	Demonstrated	Formulated	Made	Represented	Supplied
Budgeted	Designed	Founded	Maintained	Restocked	Supported
Built	Determined	Familiarized	Managed	Restored	Surpassed
Calculated	Developed	Fashioned	Marketed	Retrieved	Surveyed
Chaired	Devised	Filed	Mastered	Programmed	Synthesized
Catalogued	Diagnosed	Focused	Maximized	Projected	Systematized
Categorized	Directed	Forecasted	Measured	Proposed	Targeted
Chaired	Dispatched	Formulated	Mediated	Reconciled	Taught
Charted	Disseminated	Fortified	Merged	Recorded	Tested
Clarified	Drafted	Furnished	Modeled	Rectified	Trained
Classified	Customized	Furthered	Modified	Registered	Transferred
Closed	Decided	Gained	Moderated	Regulated	Transformed
Coached	Defined	Generated	Moderated	Rehabilitated	Translated
Coached	Demonstrated	Greeted	Monitored	Reinforced	Transmitted
Co-authored	Detected	Gathered	Motivated	Reorganized	Troubleshoot
Cofounder	Determined	Grew	Negotiated	Repaired	Tutored
Coached	Diagnosed	Guided	Opened	Replaced	Updated
Collaborated	Discussed	Handled	Operated	Reported	Upgraded
Collected	Displayed	Headed	Organized	Represented	Utilized
Communicated	Distributed	Held	Originated	Researched	Validated
Completed	Drafted	Helped	Overhauled	Reserved	Verified
Composed	Earned	Hired	Observed	Resolved	Volunteered
Computed	Edited	Hosted	Obtained	Responded	
Conceptualized	Educated	Identified	Orchestrated	Restored	