



THE SCIENCE OF SUCCESS.

North Dakota State College of Science

Résumé Guide

Student Success & Career Services

Old Main 130

Student Success Center

701-671-3000

NDSCS.CareerServices@ndscs.edu

www.NDSCS.edu/CareerServices

Handshake: www.NDSCS.edu/jobs

Online job search site for NDSCS students and graduates

(use your NDSCS email account to log in)

Resume Action Verb List

Sample action verbs to be used to begin each phrase in the employment section of the resume.

Accelerate	Compose	Endure	Initiate	Perceive	Review
Accomplish	Comprehend	Engineer	Innovate	Perform	Scan
Achieve	Compute	Ensured	Inspect	Persist	Schedule
Acquire	Concentrate	Entertain	Inspire	Persuade	Screen
Act/Perform	Conceptualize	Establish	Install	Photograph	Search
Adapt	Conclude	Estimate	Institute	Place	Secure
Administer	Conduct	Evaluate	Instruct	Plan	Separate
Advance	Confront	Examine	Integrate	Predict	Select
Advertise	Connect	Exchange	Interact	Prepare	Serve
Advise	Consolidate	Execute	Interpret	Present	Shape
Analyze	Construct	Exhibit	Interview	Preside	Sketch
Anticipate	Contact	Expedite	Inventory	Print	Solve
Apply	Contract	Explain	Investigate	Problem solve	Sort
Appraise	Control	Fabricated	Judge	Process	Speak
Approve	Convert	Facilitate	Justify	Procure	Specified
Arrange	Cooperate	Filed	Lead	Produce	Staff
Assemble	Coordinate	Familiarize	Lift	Program	Standardize
Assess	Copy	Figure	Liquidate	Promote	Steer
Assist	Correspond	Financed	Listen	Proofread	Stimulate
Assign	Corroborated	Fit	Load	Protect	Stock
Attain	Counsel	Follow	Locate	Provide	Streamline
Audit	Create	Forecast	Made	Publicize	Strengthen
Authorize	Critique	Foresee	Maintain	Publish	Structure
Automate	Cultivate	Forge	Manage	Purchase	Study
Balance	Decide	Formalize	Manipulate	Push	Summarize
Bargain	Decrease	Formulate	Market	Question	Supervise
Budget	Define	Gather	Master	Rate	Support
Build	Delegate	Generate	Measure	Read	Survey
Buy	Demonstrate	Govern	Mediate	Reason	Systemize
Calculate	Describe	Grade	Memorize	Recommend	Teach
Care	Designate	Grind	Mentor	Reconcile	Tailor
Carry	Design	Grow	Merchandise	Record	Track
Catalog	Detail	Guide	Model	Recruit	Train
Chair	Detect	Handle	Moderate	Redesign	Transcribe
Change	Develop	Help	Modify	Reduce	Transfer
Chart	Devise	Hire	Monitor	Refer	Transform
Choose	Diagnose	Identify	Motivate	Reinforce	Transmit
Classify	Discover	Illustrate	Move	Relate	Translate
Clean	Display	Imagine	Navigate	Reorganize	Travel
Clerk	Distribute	Implement	Negotiate	Repair	Tutored
Coach	Documented	Improve	Nurture	Report	Type
Collaborate	Draft	Improvise	Observe	Represent	Unify
Collect	Draw	Increase	Obtain	Research	Update
Color	Edit	Index	Operate	Resolve	Upgrade
Communicate	Educate	Influence	Order	Respond	Utilize
Compare	Employed		Organize	Restore	Visualize
Compile	Encourage		Originate	Retrieve	Volunteer
Complete	Enforced		Participate	Revise	Write

145 Sheyenne Lane
Yourtown, ND 58076

April 23, 20XX

NAME of Hiring Person
TITLE of Hiring Person (if known)
Company's Name
Address of Company
City/State/Zip

Dear Name of Person Hiring: (if known, otherwise, Hiring Manager)

I am writing to apply for the (name of open position) position which was listed on (put where you heard about the position). This position appeals to me very much (explain why if possible).

In May I will be graduating with an Associate of Applied Science degree in Liberal Arts. My education and work experience has taught me the importance of paying attention to detail and how to work as a team. My recent internship provided me with the necessary skills and understanding of... (what?)

I have included my résumé for your consideration and would be happy to forward any additional information you may need. Please consider my request for a personal interview so I can thoroughly share my qualifications and experience with you. I can be reached at (701) 671-0000 or through e-mail at Jane.Doe@NDSCS.edu.

Thank you for your time and consideration. I look forward to hearing from you.

Sincerely,

(Sign your Name)

Jane Doe

Enclosure: Résumé

Don Draft

555 4th Ave.; Place, ND 55665 | (701) 554-0658 | Don.Draft@hotmail.com

Objective

To obtain a full-time Construction Management position that best utilizes skills obtained from my education and past work experience.

Education

Associate of Applied Science in Building Construction Technology Anticipated May 20XX
North Dakota State College of Science (Wahpeton, ND)

- GPA: 3.75

North Dakota State University (Fargo, ND)
Successfully completed 24 credits in General Studies

Professional Experience

Green & Black Construction (Place, ND) May 20XX - August 20XX

Crew Member

- Gained valuable experience related to estimating and framing new construction, interior finishing, pouring concrete and other general construction skills
- Responsible for working both independently with little supervision and an active team member
- Trained on and followed all safety requirements

Next Cafe (Next, ND) Summer 20XX

Dining Room Server

- Displayed strong customer service skills when interacting with a diverse clientele
- Assisted patrons with questions and effectively addressed any concerns
- Exhibited ability to work efficiently and collaboratively in a fast-paced environment

Service & Activities

Building Construction Club Vice President (20XX)

NDSCS Student Senate Representative (20XX)

Our Faith Unite Mission Crew Leader (June 20XX)

- Lead a crew of 10 high school students to rebuild a school in Haiti

FFA

- Chapter President (20XX)
- State Degree winner (20XX)

Basketball (20XX-20XX), Team Captain (20XX)

Football (20XX-20XX)

Hally Career

1534 24th Ave North Apartment #225
Group, ND 58889
(555) 653-5555
Hally.Career@yahoo.com

Objective:

To obtain a full-time Occupational Therapy Assistant position that best utilizes skills obtained from my education and past work experience.

Education:

North Dakota State College of Science (Wahpeton, ND)
Associate of Applied Science – Occupational Therapy Anticipated Graduation: May 20XX
• President of the OTA Club (20XX-Present)
• GPA: 3.5
Associate of Arts – Liberal Arts May 20XX

Fieldwork Experience:

Company Rehabilitation (Newport, CT) March 20XX – May 20XX
• Geriatrics
St. Annie Medical Center (Group, ND) January 20XX – March 20XX
• Physical Disabilities, Social Work
Wahpeton Public School District (Wahpeton, ND) October 20XX
• Pediatrics

Work Experience:

Dining Room Manager, Server May 20XX – Present
Colly's Good Dining (Wahpeton, ND)
• Responsible for opening and closing duties including opening and closing cash register, testing automated system and trouble-shooting concerns as they arise
• Ensure the hosts, servers and kitchen staff work cooperatively to maximize efficiency
• Exhibit ability to work efficiently and collaboratively in a fast-paced environment
• Display excellent customer service skills when interacting with diverse clientele

Direct Care Provider May 20XX – May 20XX
Ally Group Home (Wahpeton, ND)
• Provided care for 6-8 clients with physical and mental limitations
• Transported clients to and from medical and other care appointments
• Developed communication skills through communicating concerns, progress or other information to staff members, medical caretakers and family members

Caregiver Summer 20XX & 20XX
Frigley Family (Wall, ND)
• Provided primary childcare for three children between the ages of 6 months to 5 years
• Ensured children were safely transported to and from activities
• Engaged children through planning age-appropriate craft projects, activities and meals

Certifications:

First Aid & CPR (20XX)
Certified Nursing Assistant (20XX)

Hally Career

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References:

Gordon Bosworth

Supervisor, Colly's Good Dining
990 Long Lake Road
Wahpeton, ND 58075
(701) 642-0000
Gordon.Bosworth@hotmail.com

Bill Brandson

Owner and Operator, Ally Group Home
233 Hunter Boulevard
Wahpeton, ND 58075
(701) 642-0000
Bill.Brandson@yahoo.com

Rory Quinceton

Supervisor, Ally Group Home
655 Stone Road
Wahpeton, ND 58075
(701) 642-0000
Rory.Quinceton@yahoo.com