

# RESUME CHEAT SHEET



## PHRASES TO USE

### Communication

- writes clearly and concisely
- speaks effectively
- listens attentively
- openly expresses ideas
- negotiates/resolves differences
- leads group discussions
- provides feedback
- persuades others
- provides well-thought out solutions
- gathers appropriate information
- confidently speaks in public

### Interpersonal Skills

- works well with others
- sensitive
- supportive
- motivates others
- shares credit
- counsels
- cooperates
- delegates effectively
- represents others
- understands feelings
- self-confident
- accepts responsibility



### Organizational Skills

- handles details
- coordinates tasks
- punctual
- manages projects effectively
- meets deadlines
- sets goals
- keeps control over budget
- plans and arranges activities
- multi-tasks

### Management Skills

- leads groups
- teaches/trains/instructs
- counsels/coaches
- manages conflict
- delegates responsibility
- makes decisions
- directs others
- implements decisions
- enforces policies
- takes charge

### Research and Planning

- forecasts/predicts
- creates ideas
- identifies problems
- meets goals
- identifies resources
- gathers information
- solves problems
- defines needs
- analyzes issues
- develops strategies
- assesses situations

## ACTION WORDS



- |             |                |              |              |
|-------------|----------------|--------------|--------------|
| • advises   | • establishes  | • improves   | • oversees   |
| • compiles  | • examines     | • influences | • prepares   |
| • critiques | • generates    | • invents    | • recruits   |
| • coaches   | • guides       | • motivates  | • resolves   |
| • designs   | • hypothesizes | • negotiates | • supervises |
| • directs   | • illustrates  | • orders     | • trains     |
|             |                |              | • upgrades   |

## WORDS TO AVOID



- |                        |                            |
|------------------------|----------------------------|
| • tries                | • objectives               |
| • cliché               | • responsibilities include |
| • references available | • loves                    |
| • upon request         |                            |

## FONTS TO USE



- |                   |                 |
|-------------------|-----------------|
| Arial             | Garamond        |
| Calibri           | Georgia         |
| Century Old Style | Times New Roman |
|                   | Trebuchet MS    |