**WORDSMITHING a Resume**

~Underline every verb then make sure it is a powerful action verb that shows a confident voice, is specific and decisive, and shows you as an active participant.

~Use Powerful Action Verbs:

**Action Verb List - Use the verbs from the job advertisement first, then pick from this list!**

• Invented  
• Modified  
• Originated • Performed • Planned  
• Revised  
• Shaped  
• Solved

• Helped  
• Mentored • Prevented

• Provided  
• Referred  
• Rehabilitated • Represented • Resolved  
• Simplified  
• Supplied  
• Supported  
• Volunteered

**Financial Skills**

• Administered • Adjusted  
• Allocated  
• Analyzed

• Appraised  
• Assessed  
• Audited  
• Balanced  
• Budgeted  
• Calculated • Computed • Corrected  
• Determined • Estimated

• Managed • Marketed • Measured • Planned

• Prepared  
• Programmed • Projected  
• Reconciled  
• Reduced  
• Researched

**Management Skills**• Administered • Analyzed  
• Appointed  
• Approved  
• Assigned  
• Authorized  
• Chaired  
• Contracted  
• Controlled  
• Coordinated  
• Delegated  
• Developed  
• Directed  
• Eliminated  
• Enforced  
• Enhanced  
• Established  
• Executed  
• Generated  
• Handled  
• Headed  
• Hosted  
• Incorporated  
• Increased  
• Initiated  
• Instituted  
• Led  
• Merged  
• Navigated  
• Organized  
• Originated  
• Overhauled  
• Oversaw  
• Planned  
• Presided  
• Prioritized  
• Produced  
• Recommended • Reorganized  
• Reviewed  
• Scheduled

**Helping Skills**

• Adapted  
• Advocated  
• Aided  
• Arranged  
• Assessed  
• Assisted  
• Coached  
• Collaborated • Cooperated  
• Counseled  
• Demonstrated • Diagnosed  
• Educated  
• Encouraged  
• Ensured  
• Expedited  
• Facilitated  
• Familiarized  
• Furthered  
• Guided

**Research Skills**

• Analyzed  
• Collected  
• Conducted  
• Critiqued  
• Detected  
• Diagnosed  
• Evaluated  
• Examined  
• Experimented • Explored  
• Formulated  
• Gathered  
• Inspected  
• Invented

|  |
| --- |
| **Communication Skills**  • Addressed • Arranged • Authored • Collaborated • Composed  • Consulted • Contacted • Corresponded • Directed • Drafted • Edited • Enlisted • Expressed • Formulated • Furnished • Incorporated • Influenced • Interacted • Involved • Marketed • Mediated • Negotiated • Observed • Outlined • Promoted • Proposed • Publicized • Recruited • Solicited • Spoke • Summarized • Synthesized • Wrote |
| **Creative Skills**  • Acted • Adapted • Began • Combined • Composed • Created • Customized • Designed • Developed • Directed • Entertained • Established • Fashioned • Formulated • Founded • Illustrated • Initiated  • Instituted • Integrated • Introduced |

|  |
| --- |
| **Teaching Skills**  • Adapted • Advised • Coached  • Communicated • Conducted • Coordinated • Critiqued  • Developed • Evaluated • Explained • Facilitated • Focused  • Guided • Individualized • Informed • Instilled • Instructed • Motivated • Persuaded • Simulated • Taught • Tested • Trained • Transmitted • Tutored |
| **Technical Skills**  • Applied • Assembled • Built • Conserved • Converted • Designed • Determined • Developed • Engineered • Fabricated • Installed • Overhauled • Regulated • Remodeled • Repaired • Restored • Specialized • Standardized • Studied • Upgraded • Utilized |

**Organizational Skills**

• Arranged  
• Catalogued  
• Categorized  
• Classified  
• Collected  
• Compiled  
• Corrected  
• Corresponded • Distributed  
• Executed  
• Filed  
• Generated  
• Inspected  
• Monitored  
• Operated  
• Ordered  
• Organized  
• Prepared  
• Processed  
• Provided  
• Purchased  
• Recorded  
• Registered  
• Responded  
• Reviewed  
• Scheduled  
• Screened  
• Submitted  
• Standardized • Systematized • Updated  
• Verified

• Secured

~Don’t Leave an Incomplete Picture:

You were responsible for sales reports. What did you do with them? Did you process them? Analyze them? Use them to make paper airplanes? Any information that’s left vague will leave the reader with an incomplete picture.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Instead of: | | | |  | | | | Try one of these: | | | | |  | | | |
| Led | | | |  | | | | Chaired | | | | | Directed | | | |
| Motivated | | | |  | | | | Coached | | | | | Cultivated | | | |
| Managed | | | |  | | | | Controlled | | | | | Enabled | | | |
| Enforced | | | |  | | | | Coordinated | | | | | Excuted | | | |
| Instead of: | | | | | | | | | Try one of these: | | | | | | | |
| Communicated With | | | | | | | | | Arbitrated | | | | | Enabled | | |
| Dealt With | | | | | | | | | Clarified | | | | | Explained | | |
| Supported | | | | | | | | | Consulted | | | | | Facilitated | | |
|  | | |  | | | | | | Fielded | | | | | Informed | | |
| Instead of: | | | | | | | Try one of these: | | | | | | | |  | |
| Communicated | | | | | | | Authored | | | | Conveyed | | | | | |
| Relayed | | | | |  | | Briefed | | | | Convinced | | | | | |
| Spoke to | | | | |  | | Campaigned | | | | Corresponded | | | | | |
| Wrote About | | | | | | | Informed | | | | Critiqued | | | |  | |
|  |
| Instead of: | | | | | Try one of these: | | | | | |  | | | |  | |
| Analyzed |  | | | | Assessed | | | | Audited | | Investigated | | | | Quantified | |
| Determined | | | | | Evaluated | | | | Explored | | Mapped | | | | Tested | |
| improved | | | | | Identified | | | | Interpreted | | Qualified | | | |  | |

|  |  |  |
| --- | --- | --- |
| Instead of: | Try one of these: | |
| Improved | Assembled | Converted |
| Organized | Customized | Created |

|  |  |
| --- | --- |
| • Typed up numbers for supervisor • Did research with undergrads • Watched children during playtime  • Made a new website • Planned an open house for department | * •  Performed data entry for 16 regional hearing officers * •  Supervised eight undergraduate students throughout research process * •  Mentored approximately twenty preschool- aged children with engaging and educational activities * •  Built newly branded website in accessible and functional format * •  Coordinated and collaborated with five-person committee to plan interactive open house for Department of Engineering that was attended by 150 undergraduate and graduate students |

**RESUME BLURBS: Words to use when explaining Tech Skills**

**Web Development:**

**12-week immersive learning program for Web Development taught with industry-guided curriculum, real-world project-based learning, and 500+ hours of logged coding time and training.**

Technical Skills:

* HTML, CSS, Git, JavaScript, APIs, Node.js, React, PERN application, Heroku deployment, TypeScript, Firebase deployment, database architecture, front-end & full-stack development, stateless components, session validation, and responsive web design

Functional Skills:

* Agile methodology, multiple project presentations (individual and team), project lab time, portfolio development

Projects (example from student resume):

* Group project experience using Team Git, Typescript and REACT legacy code with class components and organized a communication standard for team to hit final deadline
* Node.js and PostgreSQL to build the backend using databases and learned REACT, GitHub, and launched application with Heroku
* Developed a desktop and mobile application using JavaScript and back-end programming used as a peer-to-peer payment system for entertainment-industry workers whom rely on cash tips only
* HTML, CSS, vanilla JS, API's and Git usage and created applications to pull JSON data to display properly

**Software Development:**

**12-week immersive learning program for Software Development taught with industry-guided curriculum, real-world project-based learning, and 500+ hours of logged coding time and training.**

Technical Skills:

* HTML, CSS, C#, Git, console applications, Async programming, HTTP methods, ASP.NET API development, MVC, ASP.NET MVC, relational databases, full-stack development, web application development, pair programming, unit testing

Functional Skills:

* Addressing and resolving business challenges, portfolio development, Agile team development and methodology, multiple project presentations (individual and team), daily stand-ups

Projects (example from student resume):

* Developed a full-stack web application using C#, Visual Studio, and Razor Pages
* Completed a functional Web API in an Agile environment
* Created a responsive portfolio webpage   
  Produced 3 business console applications, including unit testing and a user interface

**Cybersecurity:**

**14-week immersive learning program for Cybersecurity taught through 560+ hours of industry-guided curriculum and an additional 200+ hours of hands-on training in a world-class Cyberbit range to practice real-world scenarios in an active environment.**

Certifications:

* CompTIA Network+ and Security+

Technical Skills:

* Linux and Windows operating systems, QRadar SIEM Monitoring, Linux and Windows log analysis, Palo Alto firewalls, VMWare, Putty, Zenoss Enterprise Security, Kali Linux Toolkit
* Penetration testing on virtual environments, virtual network topologies, command line utilities, network security, network troubleshooting, network operations, network security device configuration, cryptography, PKI’s, forensic analysis and documentation, system monitoring, detection and remediation of exploited enterprise threats and vulnerabilities, risk management, identity and access management, incident response practices, data ethics and confidentiality

Cyberbit Range Scenarios:

* Ransomware, DDOS, brute force attack, malicious scripts and applications, website defacement, SQL injection, escalation of privilege, exfiltration of information, DNS poisoning, poorly-trained users, insider attack, compromised domain controller

**UX/UI:**

**8-week immersive learning program for UX/UI taught with industry-guided curriculum, real-world project-based learning, and 350+ hours of training while working with real business clients on special projects.**

Technical Skills:

* HTML5, CSS3, Git, Visual Studio Code, Netlify, Heroku, Adobe XD, CodePen, Balsamiq, Photoshop, Figma, SEO, user interface design, web user interfaces, web design project management, persona creation and usability, accessibility, prototyping, user-centered web design, wireframing, mockups, web frameworks, site mapping,

Functional Skills:

* Product lifecycles, personal branding, design thinking, design processes, website strategy, cognitive psychology of web design, navigation elements and principles, ethical and legal website standards, qualitative and quantitative data collection, empirical evaluation

Projects (need examples):

* Website build and deployment
* Wireframe portfolio in Adobe XD
* Responsive website redesign
* Mobile app redesign
* Real-world client challenge
* Final portfolio presentation

**Career Objective Examples**

Determined IT Professional looking to utilize eagerness to learn and passion for STEM as well as problem solving to perform impactful work in a cutting edge development team.

Creative and dependable Entry Level Web Developer with a stellar customer service record and superb work ethic. Equipped with entry level programming skills with knowledge in HTML, CSS, and JavaScript languages and experience with React, Node.js, Bootstrap, and PostgreSQL Database. Eager to learn and grow as a developer and acquire new skills within the tech industry.

I am a Front End developer with industry experience building websites and web applications. I specialize in JavaScript and have professional experience working with C# and Angular. I also have experience working with Vue, Ruby on Rails, and React.

**LinkedIn About Section Example**

I’m a software developer with a strong desire to help other people make their work more efficient. I have a long history working in customer service positions in various industries and have developed a talent for figuring out what people need and how to deliver it to them. I'm the type of person who thrives working on a team. I was even voted by my peers to receive my Eleven Fifty Academy Cohort's Core Value Award for Teamwork.  
  
When I’m not writing code for work, I’m coding a side project (or just for fun), playing board games with family and friends, or out walking in my neighborhood with my wife, daughter, and 85-pound dog, Solomon.  
  
If you’d like to learn more about me feel free to send me a message, I'm always happy to chat. Or you can my check out my portfolio at http://fkitchell.github.io/portfolio,  
  
Skilled in C#, ASP.Net API development, Teamwork, and Leadership.