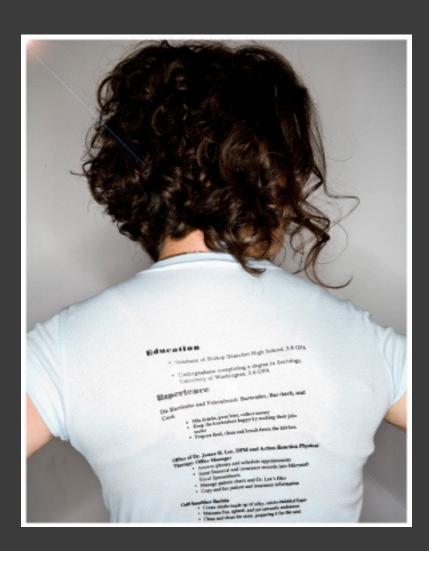
RESUME GUIDE FOR STUDENTS AND FRESHERS

Based on

SmartResumeTM

An Initiative by

www.twenty19.com





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SmartResumeTM

Brought to you by SmartResumeTM, a product based on the study on the Student Resume Technology in India conducted in January 2010.

Do feel free to share this guide with whomever you believe would benefit from it. THANK YOU.



This is an initiative by the Twenty19 team

Twenty19 (www.twenty19.com) is an platform that helps students to "Do More" during college. At Twenty19, we believe that the real learning and value for a student is by DOing more things and taking more initiatives outside the college curriculum. Our team is always on the lookout for any opportunities to share with the students on the portal so that they can take part in opportunities of their interest and learn and benefit from them.

Visit <u>www.twenty19.com</u> for:

- Internships: Search for Internships across India and apply
- Student Opportunities: Know about the latest opportunities you can participate in such as tech-fests, internships, college culturals, symposiums, scholarships, volunteering opportunities, conferences, student contests and competitions, workshops and more

Of Course, Twenty19 is completely FREE for Students;)



WHAT THIS GUIDE CONTAINS...

UNDERSTANDING THE RESUME	6 - 9
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ACTION VERBS	39
TOP SOFT SKILLS EMPLYERS LOOK FOR	45

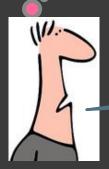




LETS BEGIN!



UNDERSTANDING THE RESUME: BASICS



First things first! Be crystal clear on what a resume is and what purpose is it going to serve.

- The resume is a well presented 1-2 page summary of your background and credentials.
- The sole purpose of your resume is to effectively sell your credentials for the purpose of employment, admission to Universities, consideration for a scholarship or fellowship, or other professional purposes.

If you're seeking employment you must know:

- Your resume is to get you an interview, not a job!
- Your resume will be screened by an employer for just 15-20 seconds. That's all the time your resume has to make an impact!

UNDERSTANDING THE RESUME: SECTIONS

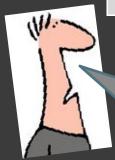
These are the different **sections** that will go into your resume. They will appear on your resume in the same order as mentioned here



Section	What is the employer looking for
1.Header	Your identity and to contact you
2.Objective	To check if their requirement and your objective match
3.Education	To check if you have the basic qualification for the job/ internship you are applying for
4.Practical Experience/ Projects	To see if you have done anything that reflects your potential capability. Also, to see how different are you from your peers



Section	What is the employer looking for
5.Skills	How equipped are you in terms of your personality traits as well as occupational skills
6.Me on the Web	This is a bonus (The employer is usually not looking for this): Having this section is a BIG value add.
7.Interests	Professional aspects apart, how meaningful is your life?
8.Other (Not in Order)	Is there anything else significant and relevant you want to showcase, that will add value to your resume



The following slides will guide you to construct each of the above sections.

UNDERSTANDING THE RESUME: SAMPLE RESUME

IT, IRD STREET, GANEN: NAGAR, ARVAR, CHENNA! - 000010 FRONE -5100011313 - 2-MAIL BIRSKA MANICOMAIL COM

DIKSHA MANI

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Entry level marketing role in a web based company

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V OLUNTEER EXPERIENCE

Greenpeace India: Direct dialogue representative Nov 2009 – Present

• As a member of the Direct Dialogue team, I comisced 100 individuals (target being 60) to sign up to financially support Greenpeace (contribute Rs 200 per month) on a long term basis

Hope Charitable Trust Jan 2008 - Jan 2009 (1 year)

 During weekends, I twoced 50 children adopted by the trust in basic mathematics and Computer skills through workshops and classroom exercises. The children were in the age-group of 5-12 years.

- During the period, I took initiative to develop a standardized curriculum for class 5-7 for Computer Skills
- I also made a 3 minute documentary on the children, which was used as a fund-raising and promotional tool by the trust.

SOFTSKILLS

- Writing and Analysis: I have authored over 40 blog entries in my blog on madeering.
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PROFESSIONAL ARTS

Vocal Music

- . Learnt and practiced carnatic vocal music for the last 8 years
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UNDERSTANDING THE RESUME: SAMPLE RESUME





Double Click on the Image to view the pdf version of the sample resume

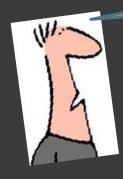


STEP 1 to STEP 10 GUIDE



PREPARATORY WORK & IMPORTANT TIPS

A little preparation before you start will make your resume making process convenient and quicker. Here is a quick checklist



- ✓ Educational documents from class 10 onwards to calculate scores
- ✓ Make a list of all things that you want to add on your resume. Like internships, projects, part-time jobs, extra-curricular activities, sports, trainings, skills, interests, etc. The list does not need to be exhaustive, you can always add to the list as you go.



PREPARATORY WORK & IMPORTANT TIPS

TOP MUST-FOLLOW TIPS BEFORE YOU START



- Use ACTION VERBS (list given on page 39 onwards) in all your points They catch attention immediately and make your sentences clear.
- Use **BULLET POINTS**, make them crisp NO paragraphs
- DO NOT mention your "responsibilities" mention what you've accomplished
- A Common mistake most of us make while constructing a resume is to copy the format from a friend's resume and build it based on that. AVOID THIS, unless your friend has taken professional help on making a resume.



RESUME HEADER

Part 1

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References will be provided on request





RESUME HEADER

Part 2

Here we go! Lets start with what goes on the top of your resume

Purpose

You need to give some basic information about yourself, mainly so that they can contact you.



Guidelines

- Fields to include: Name, Current address, email id, phone number, date of Birth (optional)
- Write your name in a bigger font (also make it bold) than the other text

Do not

- Do Not Include your photo
- Do Not write "Resume" as a heading to the file
- Do not give unnecessary details like family information, marital status, etc.
- Do not add these details at the bottom of your resume.
- Do not occupy much space to fill up these details



FRAMING THE OBJECTIVE

Part 1

17 IND STREET, GANGHI NAGAR ADVAR CHENNAL - 000010.

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FRAMING THE OBJECTIVE

Part 2

Your Objective is the first thing an employer sees on your resume



Heading on Resume: Objective

Purpose

To convey to your employer what your goal is. It should be aimed towards getting a particular position in a specific industry

Guidelines

- Your objective should include the following:
 - 1. Position wanted
 - 2. Functional area
 - 3. Industry wanted
- Be specific and crisp. Restrict it to 15 words.
- Your objective will be different for each role you apply to
- Keep the Employer's requirement in mind while writing the objective! The objective is not about what you desire from the company, its about the company's need



FRAMING THE OBJECTIVE

Part 3

Examples

If you are a job seeker:

- 1.Entry level programmer in a software development company.
- 2.A position as a trainee in a petro-chemical company

If you are seeking an internship:

1.Intern in a marketing role in a web startup

Do not

BIG NO to generic/vague objectives. They are a big turn off.

Here is a bad example:

To work for an organization that provides an environment to grow as a professional and the opportunity to add value to the organization through meaningful roles.





EDUCATION

Part 1

17 IND STREET, GANGHI NAGAR ADVAR CHENNAL - 000010. FROME -- FIRST STATE -- S-MAIL SINGER A MANUTOMAIL SOM D.O.S.-10^{TQ} SEFTEMBER (1991)

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EDUCATION

Part 2

The next section in your resume is to highlight your educational qualifications



Heading on Resume: Education

Purpose

For the employer to know if you have the basic qualification for the job/internship you are applying for

Guidelines

- Write all educational qualifications from class 10 till present. your past and present qualifications, from class 10 till present
 - For Class 10 and 12 Include School/College name, Board, Stream/Specialization (If any), year of study, Marks/CGPA.
 - For Undergraduate Include College name, University Name, Degree & Specialization, years of study, Marks/CGPA.
- Write all your qualifications in a reverse chronological order. i.e. the latest qualifications on top



EDUCATION

Part 3

Guidelines (Continued..)

- 1. You may write the educational qualifications in a tabular format as shown in the example or in a simple one after the other order.
- 2. When applying to core roles (roles related to your educational background), it's a good idea to display the relevant academic courses in your curriculum.

Example

Qualification	School/College	University /Board	Year	Stream/ Degree, Specialization	Score
Undergraduate	B.C.M College of Technology, Mumbai	Pune University	2008 - Present	B.Tech Mechanical Engineering	7.8/10
Class 12	Boston Public School, Hyderabad	CBSE	2008	Maths, Physics, Chemistry, Biology	84%
Class 10	Shankara Vidyalaya, Chennai	Tamil Nadu State Board	2006		92%



Part 1

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Part 2

The Next part of your resume will include the real hands-on work that you have done. This includes **Projects**, **Internships**, **Inplant Training**, **Part-time jobs**, **Volunteering**, **Starting up a company and other initiatives you have taken**.

Based on the number and the nature of initiatives you have taken, you can take a call on whether to have a single heading for this or list them under multiple headings.



Heading on Resume (You can have multiple headings based on the initiatives you have taken): **Projects, Internships, In-Plant Trainings, Volunteer Experience, Initiatives**

Purpose

This is a critical component of your resume, as your hands-on work and the initiatives you have taken apart from your curriculum is what will reflect your real potential as well as differentiate your resume from your peers'



Part 3

Guidelines

- You can include the following headings Title/project name, role,
 Company/Organization Name, 1-2 line description (brief and specific) time period.
- Time period is a must.
- The entries under each heading must be in a reverse-chronological order.
- Be very specific on what you've accomplished. Add numbers and
- tangible /factual results where ever possible

Examples

- Academic Project: Model recycling system to treat Kitchen wastes (Jan 2008 April 2008)
 - Designed a model Liquid waste recycling system to treat and completely reuse the liquid wastes from the college kitchens for irrigation in the nearby agricultural land. **Volume:** 10000 lit/day
 - The college has presently implemented this model on a small scale. This will be scaled up on successful operation for one year.





Part 4

Examples (Continued...)

- The Hindu Reporter Intern April 2008-May 2008 (2Months)
 - As a reporter for Hindu's daily supplementary "Metro Plus", I received 5 bylines for the articles I contributed in the technology section.
 - I also assisted the ideation team for the daily selection of articles to be published.
- Greenpeace India: Direct dialogue representative Feb 2009 – May 2009 (3 Months)
 - As a member of the Direct Dialogue team, I convinced 100 individuals (target being 60) to sign up to financially support Greenpeace (contribute 200 Rs a month) on a long term basis
 - The pitch to the potential supporters was through a one on one interaction with them, which tested my presentation skills and my ability to debate with them.



Part 5

Do Not

 Do Not write generic statements. It does not give the employer a clear picture of the work you have done. Thus, the employer would assume you have done an internship just for the certificate

Here is a some bad examples:

- I worked for Hindu as in the technology division and learnt tremendously. I also contributed quality articles and assisted with ideas.
- I Volunteered for Greenpeace as a direct dialogue representative and achieved targets.



SKILLS

Part 1

18, SEE STREET, GAMENIMAGAR ABYAR ENERMAL - 200510. FMONE - 5155513131 - 2-MAIL <u>DIMINA MANY FORMAL COM</u> DO: 2-10¹² SEFTEMBER | 1551

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Hope Charitable Trust Jan 2008 – Jan 2009 (1 year)

 During weekends, I tutored 50 children adopted by the trust in basic mathematics and Computer skills through workshops and classroom exercises. The children were in the age-group of 8-12 years.

- During the period, I took initiative to develop a standardized curriculum for class 5-7 for Computer Skills
- I also made a 3 minute documentary on the children, which was used as a fund-raising and promotional tool by the trust.

SOFTSKILLS

- Writing and Analysis: I have authored over 40 blog entries in my blog on madeeting.
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- Link: http://Marketingmagik.blogspot.com/

Linkedin Profile: http://in linkedin.com/in/dikshamani

4 Recommendations

PROFESSIONAL ARTS

Vocal Music

- . Learnt and practiced carnatic vocal music for the last 8 years
- Completed a 1 year degree in Light Music at Barathiyar Light Music Academy and sang for the allown
- Have performed one hour long solo carnatic vocal concerts on 2 occasions during the Kutcheri Season

INTERESTS

- I'm an avid treider and an active member of the Bangalore Treiding Club (BTC) and completed 12 treix with them
- I'm passionate about running and an active member of the "Chenzai Runners" and I time
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- I am keen on taking up planography as a part time profession. I am specifically interest
 in heritage photography. Some of my best shots are displayed on the following link:
 http://www.fisckr.com.photos/learnthroughheritage

References will be provided on request



SKILLS Part 2

In the previous section, you wrote about what you had DONE. In this section, you will be writing about what you have LEARNT through whatever you have done in the past.



Headings on Resume

You can have multiple headings under "Skills". Common headings that you can include are:

1.Soft Skills: Must include

2.Core/Occupational Skills: Optional. Include if you possess any core skills.

3.IT Skills: Optional. Advisable to include this if you are applying for

IT/Software related roles.

Purpose

Soft Skills: To showcase your personality traits

Core Skills: These are skills you possess relevant to the role you are applying

for (Occupational skills)



Part 3

Guidelines

STEP 6

- List your skill and add a point which supports your skill the best.
- Make specific points. Add and numbers and tangible results wherever possible
- Pick only 3-4 soft skills that describe you the best (You can pick from the list of "Top soft skills employers look for" on page 45)
- Dig your past to discover the best of these skills you possess and the best instance you can quote to support it. Everyone possesses their own unique strengths, its upto you to unearth yours and portray them in the best possible way

Examples

- Leadership: Led a team of 10 students during an campaign for WWF India to implement a "no plastic" solution for 20 small retail stores in Chennai.
- Adobe Photoshop: I designed 5 event posters and 6 promotional flyers during my stints with Chennai Event Managers, Radio One and Chennaionline.com



WEB PRESENCE

Part 1

17 IND STREET, GANGHI NAGAR ADVAR CHENNAL - 000010. FROME -PIERRETIES - E-MAIL BIRSHA MANICOMAIL COM

DIKSHA MANI

OBJECTIVE

Entry level marketing role in a web based company

EDUCATION

B.Tech (Chemical Engineering) SRM Engineering College – Affiliated to Anna University CGPA 7.2/10 (Till 3 rd Semester)	2006-Present
Class 12 Boston Public School, Hyderabad – CBSE Board Stream Mathematics, Physics, Chemistry, Biology Score: 34%	2006
Class 10 Shankara Vidyalaya, Chennai – Tamil Nadu State Board Score: 92%	2004

INTERNSHIPS

Dilsebol.com (an online T-shirt design startup) April 2009 - June 2009 (2 Months)

- . Brought the organic Google ranking for the website within top 10 for more than 10 crucial keywords
- . Took initiative to develop a 6 month SEO strategic plan for the website

Dec 2008 - Jan 2009 (2 Months) Geeky Teen.com (A student services portal) Role: Social Media Marketing Intern

 Assisted in developing the social media marketing strategy for the website during launch Implemented the social media marketing strategy for the website for Facebook and Twitter. Reached a fan base of 300 on Facebook and generated 1000 unique visitors on

V OLUNTEER EXPERIENCE

age-group of 8-12 years.

the website during the first month of launch.

Greenpeace India: Direct dialogue representative As a member of the Direct Dialogue team, I convinced 100 individuals (target being 60) to sign up to financially support Greenpeace (contribute Rs 200 per month) on a long term basis

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WEB PRESENCE

Part 2

In the Web 2.0 era the world has access to "you" on the web. If you have good things to display about yourself on the web, it's a great idea to do that. Do you have a great LinkedIn profile? A meaningful blog or a website? Are you into professional photography and have displayed your photos on Flickr? Go ahead and showcase them on your resume and it'll definitely give you an edge when an employer screens it.

Purpose

Lets the employer know you're keeping up with the trend. Portrayal of meaningful work/initiatives through web links adds value to your profile

Guidelines

- Linkedin: as mentioned in example
- Blog, Website: Title, description and link
- Flickr, youtube, designs, etc: Give the link in the respective section.



WEB PRESENCE

Part 3

Guidelines

• Make sure that any of the links that you provide are professional and do not have content may turn off the employer.

Examples

- My Linkedin Profile: http://in.linkedin.com/in/rahulprabhakarlinkedin (4 Recommendations)
- **My Blog: Marketing Magic** (14 Blog Entries)

This dedicated to my ideas, thoughts and the learning in Marketing. I have been updating my blog since Jun 2008

Link: http://Marketingmagik.blogspot.com/

Tip

If you don't already have a profile on LinkedIn, go create one and get good recommendation on it.

Do Not

DO NOT add your Orkut, Facebook, Twitter or other social networking accounts on your resume. That is the last thing your employer would want to see





INTERESTS

Part 1

15, SEC STREET, GAMEN! NAGAR, ADVAR, EMENNA! - 000010 FNONC -71950313131 - E-MAIL <u>EINEINA MANIFOMAIL COM</u> D.G.-1079 2EFFEMBER, 1979

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INTERESTS

Part 2

You're almost done! This is the last section of you're resume. Carefully choose which of your interests you want to showcase on your resume so that they make your life seem meaningful



Heading on Resume: Interests

Purpose

The interests you showcase speaks about your character. These interests frequently come up as a topic of discussions during the interviews, so wisely choose what to display.

Guidelines

- List interests which are meaningful and display some learning
- Support the interest you have listed with a crisp point.
- Make the points specific and tangible.



Part 3



Examples

- I'm an avid trekker and an active member of the Bangalore Trekking Club (BTC) and completed 12 treks with them
- I'm passionate about running and an active member of the "Chennai Runners" and I have run two marathons so far

Do Not

- Do Not just list a random cluster of interests like: Adventure, guitar, reading, environment
- Never include interests such as partying, watching movies, etc. They create a wrong impression.



STEP 10 FINISHING TOUCHES

You're Done! With your First Draft! Now What?



- Make Sure that the length of your resume does not exceed 2 pages
- Save the copy as a ".doc" file. if you are using Office 2007, it is advisable to convert your file from its default ".docx" format to Word 2003/97 ".doc" format.
- Have a .pdf format of your resume. Preferably send your resume in the .pdf format. You can convert your .doc files to .pdf using the free CutePDF Writer which you can download from:
 - http://www.cutepdf.com/products/cutepdf/Writer.asp
- Naming your file: The name of your file must contain the word "resume" and your full name. Ex: Manish_Verma_Resume or Resume_Swetha_Reddy
- Do a thorough recheck and make sure there are absolutely no errors in your resume. No Grammatical errors, No Spelling mistakes, no punctuation errors.
- Run through you resume time and again for to make improvements and wording sentences better
- Get your resume reviewed by a third person for errors



Your Resume is now Ready-to-Use!





If you found this guide useful, please do share it so that more students can benefit from it

Here are some possible ways you could share this e-book

- email a copy of this guide to your friends
- The guide is also available for download on the following link: http://blog.twenty19.com/expert-insights/insights-for-students/smart-resume-guide-for-students-download-for-free/

You may share the link on your facebook/orkut/twitter

• If you have a blog, you can blog about it

Communication/People skills

Addressed	Defined	Joined	Referred
Advertised	Developed	Judged	Reinforced
Arbitrated	Directed	Lectured	Reported
Arranged	Discussed	Listened	Resolved
Articulated	Drafted	Marketed	Responded
Authored	Edited	Mediated	Solicited
Clarified	Elicited	Moderated	Specified
Collaborated	Enlisted	Negotiated	Spoke
Communicated	Explained	Observed	Suggested
Composed	Expressed	Outlined	Summarized
Condensed	Formulated	Participated	Synthesized
Conferred	Furnished	Persuaded	Translated
Consulted	Incorporated	Presented	Wrote
Contacted	Influenced	Promoted	
Conveyed	Interacted	Proposed	
Convinced	Interpreted	Publicized	
Corresponded	Interviewed	Reconciled	
Debated	Involved	Recruited	



Creative Skills

Acted Adapted Began Combined Composed Conceptualized Condensed Created Customized Designed Developed Directed Displayed Drew Entertained

Established

Formulated

Fashioned

Founded Illustrated Initiated Instituted Integrated Introduced Invented Modeled Modified Originated Performed Photographed Planned Revised Revitalized Shaped Solved

Administered Adjusted Allocated Analyzed Appraised Assessed Audited Balanced Budgeted Calculated Computed Conserved Corrected Determined Developed Estimated Forecasted Managed

Data/Financial Skills

Marketed Measured Netted Planned Prepared Programmed Projected Qualified Reconciled Reduced Researched Retrieved



Helping Skills

Adapted
Advocated
Aided
Answered
Arranged
Assessed
Assisted
Clarified
Coached
Collaborated
Contributed
Cooperated
Counseled
Demonstrated
Diagnosed
Educated
Encouraged

Ensured Expedited **Facilitated** Familiarized Furthered Guided Helped Insured Intervened Motivated Prevented Provided Referred Rehabilitated Represented Resolved Simplified

Supplied Supported Volunteered **Management/ Leadership Skills** Administered Analyzed Appointed Approved Assigned Attained Authorized Chaired Considered

Consolidated Contracted Controlled Converted Coordinated Decided Delegated Developed Directed Eliminated Emphasized Enforced Enhanced Established Executed Generated Handled Headed



Management/ Leadership Skills

Hired Hosted **Improved** Incorporated

Increased Initiated Inspected Instituted

Led

Managed Merged Motivated Navigated

Organized Originated Overhauled

Oversaw

Planned

Presided

Prioritized

Produced

Recommended

Reorganized

Replaced

Restored

Reviewed

Scheduled

Secured

Selected

Streamlined

Strengthened

Supervised

Terminated

Organizational Skills

Approved

Arranged

Catalogued

Categorized Charted

Classified

Coded

Collected

Compiled Corrected

Corresponded

Distributed

Executed

Filed

Generated

Incorporated

Inspected

Logged

Maintained

Monitored

Obtained

Operated

Ordered

Organized

Prepared

Processed

Provided

Purchased

Recorded

Registered

Reserved

Responded

Reviewed

Routed



Organizational Skills

Scheduled
Screened
Submitted
Supplied
Standardized
Systematized
Updated
Validated
Verified

Research Skills

Analyzed Clarified Collected Compared Conducted Critiqued Detected Determined Diagnosed Evaluated Examined Experimented Explored Extracted Formulated Gathered Inspected Interviewed Invented Investigated Located Measured Organized

Researched
Reviewed
Searched
Solved
Summarized
Surveyed
Systematized
Tested

Teaching Skills

Adapted
Advised
Clarified
Coached
Communicated
Conducted
Coordinated

Critiqued Developed Enabled Encouraged Evaluated Explained Facilitated Focused Guided Individualized Informed Instilled Instructed Motivated Persuaded

Simulated

Stimulated



Teaching Skills

Taught

Tested

Trained

Transmitted

Tutored

Technical Skills

Adapted

Applied

Assembled

Built

Calculated

Computed

Conserved

Constructed

Converted

Debugged

Designed

Determined

Developed

Engineered

Fabricated

Fortified

Installed

Maintained

Operated

Overhauled

Printed

Programmed

Rectified

Regulated

Remodeled

Repaired

Replaced

Restored

Solved

Specialized

Standardized

Studied

Upgraded

Utilized



TOP SOFT SKILLS EMPLOYERS LOOK FOR

- 1. Communications Skills
- 2. Analytical/Research Skills.
- 3. Flexibility/Adaptability
- 4. Time Management Abilities/
 Managing Multiple
 Priorities.
- 5. Willingness to learn
- 6. Taking Initiative
- 7. Leadership/Management Skills.
- 8. Planning/Organizing
- 9. Problem-Solving/Reasoning/Creativity.
- 10. Team Player

- 11. Handling pressure well
- 12. Adaptability/Flexibility.
- 13. Dedication/Hard-Working
- 14. Dependable/Responsible
- 15. Loyalty
- 16. Positive Attitude
- 17. Self-Confidence
- 18. Self-Motivated/Self-Supervising
- 19. Interpersonal Abilities
- 20. People Skills



GOOD LUCK!

CHEERS Twenty19 Team www.twenty19.com