



Writing a Resume

Part TWO!



Um, what'd we do?

Know the job

- [Indeed.com](https://www.indeed.com) - job board
- Bank Teller position
- Googled more about the job

Know yourself

- Think about your strengths, preferences, and interests

Make a really cool resume

- [VisualCV.com](https://www.visualcv.com)



Know the Job

- Indeed.com
- www.snagajob.com/job-descriptions/bank-teller/

Time to complete

- 10 minutes



Know Yourself

What skills do you have that would help:

- me be successful as a bank teller
- the company

Time to complete

- 20 minutes



Make a really cool resume

Add these skills to your resume

Time to complete

- 10 minutes



Make a really cool resume

Add these skills to your resume

Time to complete

- 10 minutes

Experience - no jobs

Jason Mayo

Clerical Assistant

📍 Kansas City MO

Skills

Time Management



I consistently meet deadlines while juggling multiple school assignments and projects, as well as in my church and volunteer work.

Accuracy



As a volunteer for Project Hope for three years, I was asked to onboard new volunteers due to the thoroughness of my work.

Project Management



As Project Manager for a Science class project, I used Google Hangouts to collaborate with my team outside school hours, and collated individual contributions in Evernote for centralization.



Experience - job history

Lifeguard

- watched patrons to ensure they were safe
- cleaned bathrooms

Lifeguard

- Passionately supervised large volumes of patrons to ensure their safety
- Kept managers abreast of risk-reduction opportunities I observed to reduce incidents

Experience - Verb energy

Scenario: You're a manager.

👎 Tired verbs: led, motivated, managed, enforced, organized

👍 Action verbs: Orchestrated, chaired, programmed, operated, spear-headed, collaborated, commissioned, advised, headed, delegated, established

Experience - Verb energy

Scenario: You work directly with clients.

👎 Tired verbs: talked, supported, dealt

👍 **Action verbs:** Advocated, fielded, consulted, arbitrated, mediated, informed, resolved, interfaced, updated, unified, motivated, explained, guided, facilitated, clarified, enabled

Experience - Verb energy

Scenario: You're a corporate time/money saver.

👎 Tired verbs: saved, improved

👍 **Action verbs:** Capitalized, enhanced, expedited, stimulated, maximized, solved, strengthened, settled, reconciled, eased, elevated, negotiated, standardized, influenced, arbitrated, boosted

Experience - Verb energy

Scenario: You're a communicator.

👎 Tired verbs: wrote, spoke, relayed

👍 Action verbs: Composed, corresponded, illustrated, persuaded, lobbied, defined, formulated, synthesized, conveyed, disbursed, publicized, discussed, informed



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Use action verbs in your resume now

interfaced **maximized** renewed mediated

negotiated enriched embodied discovered

explained facilitated **enabled** applied presented

achieved created enhanced revised obliterated

eliminated resolved orchestrated **combined**