INTERNSHIP RÉSUMÉ TIPS & SUGGESTIONS

Purpose:

you

INTERNSHIP RÉSUMÉ CRITERIA

ACTION VERBS

Accomplished Achieved Adapted Administered Advised Analyzed Analyzed Applied Arranged Authored Assembled Assisted Awarded

Balanced Budgeted Built

Coached Collaborated Collected Communicated Compiled Completed Composed Conceived Conceptualized Conducted Consolidated Coordinated Counseled Created Cut

Delegated Demonstrated Designed Determined Developed Directed Displayed Distributed Documented Earned Edited Enabled Energized Established Evaluated Executed Expanded Expedited Facilitated Functioned as

Gained Gathered Generated

Handled

Implemented Improved Influenced Informed Initiated Innovated Installed Instructed Interacted Interpreted Interviewed Invented

Launched Led

Maintained Managed Mastered Modernized Motivated

Negotiated

Obtained Operated Optimized Originated Orchestrated Organized Oversaw Participated Performed Planned Prepared Presented Produced Programmed Proposed Proved Provided Publicized Published Recommended Recorded Recruited Remodeled Rendered Reorganized Represented Researched

Revamped

Reviewed

Revitalized

Scheduled

Simplified

Revised

Saved

Served

Set up

Sold

Solved

Sourced Spearheaded Standardized Streamlined Strengthened Structured Suggested Supervised Supported Surpassed Taught Targeted Tested

Trained Transferred Translated Traveled Troubleshot Tutored

Underwrote Updated ļ