

# IIPR

college of CREATIVE ARTS

# Resume Writing 101

## Career Services

Diana Welter & Krissy Jackson

[dwelter@ipr.edu](mailto:dwelter@ipr.edu)

[kjackson@ipr.edu](mailto:kjackson@ipr.edu)

612-244-2800

## **What is a resume?** A method to market your skills, it is a marketing tool!

Your resume is not a 'personal history'; it is not to show your failures and short comings. The simple purpose is to get noticed and tell the employer you have the qualifications for that position.

### **Start with the Basics:**

Basic information; name, address, email address, phone number. Use the header/footer option in MS Word. Add your name and contact info at the top of the page, and utilize left-aligned and right-aligned columns to maximize your space. Use the whole page, but do not

Analyze your information-what have you accomplished so far?

#### **Education**

#### **Employment History**

#### **Achievements**

#### **Skills & Software Proficiency**

#### **Other Considerations:**

Freelance work/credits

Volunteer work

Seasonal work

Family employment

### **Resume Style:**

There is no wrong or right way to style your resume, but your experience should not be overpowered by the design or colors. Get a feel for the position and company that you are applying for to determine which would appeal most to recruiters.

If you have a logo or personal branding, keep it simple and classy.

Decide on your categories and what should be first on your resume.

Be consistent with formatting, font and font size, but nothing smaller than 10point font.

Example: 12 point font as headers

11 or 10 point font as body

Must be easy on the eyes, meaning easy to read and well formatted.

# Resume Dos and Don'ts:

## DO:

**Tailor your resume for the job you are applying for.** You might have three different resumes for specific positions, but it will be more efficient than a 'blanket' resume.

**Put your jobs in reverse chronological order.** Your last/current relevant job goes first. If you are new to the job market, and do not have a job history, focus on what you have accomplished in high school.

**Highlight your project management experiences.** Even if it is tasks within Sudden Media, these will look great to future employers and recruiters!

**Summarize your software and hardware proficiency.** Do not list programs on your resume that you would not be comfortable explaining to someone who is unfamiliar.

**Make it easy to read.** Utilize short statements and bullet points to prevent your resume from being too 'wordy'.

**Keep it simple.** Even if you are applying for the most creative, artsy job your experience should do the speaking—not a busy and hard-to-read design. No distracting color schemes or crazy fonts.

**Update your resume after every freelance gig!** Your resume is a work in progress.

**Keep your reference page separate.** Include their name, place of employment/how you know them, title, email address and phone number.

**Use power verbs and avoid over-used words:** motivated, creative, enthusiastic, track record, passionate, successful, driven, leadership, strategic, extensive experience (per LinkedIn).

## **DON'T:**

**Misrepresent your experiences.** This will be proven upon hiring and is often grounds for termination.

**Rush your resume writing.** Take your time to proofread your resume and cover letter, and have others review it as well. You do not want to be passed over due to typos or grammatical errors.

**Share too much information.** Your resume is not a biography. Do not include any personal information (social security number, information about your religion/personal philosophies/etc.) that does not pertain to the job.

**List references on your resume.** These should be listed on a separate page that is available upon request, and does not need to be stated.

**Use references without asking for permission.** Make sure these people have great things to say—and don't catch them off guard.

**Include the telephone number of your current employer unless they are aware of your intent to leave.** This can be extremely awkward!

## **What is a cover letter?**

A cover letter is a document that is sent with your resume to offer more information on your skills and experience. A cover letter typically offers additional information on why you are qualified for the job you are applying for. Effective cover letters describe the reasons for your interest in that particular position and identify your most relevant work/school skills /and or experiences. The cover letter should express a high level of interest and knowledge regarding the position.

**Your cover letter should be written specifically for each position you are applying for.**

Like a well-written essay, there are three parts to every cover letter. Here are some tips to get you started:

### **Cover Letter Salutation**

If you have a contact person's name, be sure to include their name in your letter. Let the person know how you heard about the position or who referred you to this position.

**Email Cover Letter Contact Section** When you send an email cover letter, instead of listing your contact information at the top of the message include your contact information in your signature.

**Body of Cover Letter** The body of your cover letter lets the employer know what position you are applying for, why the employer should select you for an interview, and how you will follow-up. This section of your cover letter should include:

- **First Paragraph** – How you heard of the position, why you are writing them. This is your introduction!
- **Middle Paragraphs** - What are you going to bring to this position? Don't regurgitate your resume, but touch base on a few of your skills that will shine in your desired position.
- **Final Paragraph** - How you will follow-up

**Cover Letter Closure** When you're writing a cover letter or sending an email message to apply for a job, it is important to close your letter in a professional manner, always be on your best. Make sure to include your phone number and email.

## **Reference page**

1. **Three is the golden rule**, unless more are specifically requested. Do not include family members or a handful of personal friends who cannot vouch for your professionalism.
2. You **MUST** ask permission from your references before including them. If you expect your former colleagues and co-workers to have nice things to say about you, be kind and give them a heads up!
3. Organize your references so that your strongest contact or contacts are first.
4. Consider who would be a good reference for you. Possibilities include former or current employers, managers or supervisors, co-workers, professors, teachers or deans. Before graduating, make sure to touch base with instructors and personnel about writing letters of recommendation, as well.
5. If you don't have many professional references yet, you could include a couple of personal references, such as ecclesiastical leaders, classmates, members of community organizations for which you have volunteered. Make sure to note the name of the organization.
6. Make sure to send your completed resume with reference page to your references, so that they will be familiar with your qualifications, experience, education, and so forth.
7. Communicate with your references, let them know the job (s) you are applying for and/or the types of position (s) you are seeking. This is a great way of networking and may open more opportunities.

### **Formatting your Reference Page**

**Consistency:** If you have created a header, use the header on your resume, cover letter and reference page.

**Relationships:** Include the person's name, company name, title or position, how you know this person, telephone number and email address of your references.

**Examples:**

September 17, 2009

Basilica of St. Mary

ATTN: Mr. Johnson

88 N 17th Street Minneapolis, MN 55403

Dear Mr. Johnson,

I am writing in regard to the intern posting you have listed with the Institute of Production and Recording, specifically the Audio Production Technician. With my qualifications, I feel that I have the ability to fulfill the position that you have available.

In October 2009, I will have completed an AAS degree in Production and Engineering from the Institute of Production and Recording (IPR), with a certification as a Pro Tools Music Operator. While at IPR, I was president of the Audio Engineering Society chapter and a member of the Women in Music National Network. Prior to attending IPR, I attended two years at the Kaplan College with an intended major of piano performance that I kept busy with, along with a job in the McNally Consortium and the Music Library. Working in the McNally Consortium, I was introduced to sound reinforcement and professionalism. While at IPR, I have taken the two sound reinforcement classes and have begun working with the Digidesign D-Show board. Also, volunteering at Club 3 Degrees has given me the benefit of setting up for concerts and learning quick troubleshooting tips. With the work and volunteer background that I have, the available position with the Basilica of St. Mary seems very fitting for me. Your facility is providing an opportunity for all to enjoy music on a level that is challenging yet beautiful, and it would be very rewarding to be a part of it.

I would love to set up an interview for the internship position available.

Please call me at 222-333-4444 or email at [peterpan@memail.com](mailto:peterpan@memail.com). If I do not receive any communication from you by September 21, 2009, I will call to verify that you have received my letter and resume.

Thank you for your consideration, and I look forward to hearing from you.

Respectfully,

Peter Pan 10



# FIRST NAME LAST NAME

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home: 555.555.5555 cell: 566.486.2222 email: youremail@me.com

## **PROFILE**

Eager and multi-talented engineer and event technician with an advanced knowledge of lighting and audio visual setups.

## **PROFESSIONAL EXPERIENCE**

### **Lead Audio Engineer, Sudden Media**

July 2015– present

- Maintain and restock inventory.
- Provide customer service.
- Operate point of sales system

### **Sales Associate The Retail Store**

June 2008 – present

- Maintain and restock inventory.
- Provide customer service.
- Operate point of sales system

## **TECHNICAL QUALIFICATIONS**

### **Consoles**

ICON D Control/Command  
SSL 9000 J-Series/SSL 6000 E-Series  
Nerve VR Legend  
GrandMA2 Lighting Control Console  
Trident 80B 56-Input Console

### **Software**

Pro Tools HD10  
Ableton Live  
Logic Pro 9  
Steinberg Nuendo  
Propellerhead Reason

## **EDUCATION**

### **Institute of Production and Recording Minneapolis, MN**

July 2015-present

*A.A.S, Live Sound and Show Production*

Relevant Coursework: Sound Reinforcement I-III, System Maintenance and Advanced Wiring,  
Advanced Lighting and Visual Displays

**Leif Anderson**

1200000 Life Lane  
Andover, Minnesota  
LeifAnder@gmail.com  
612-400-3000

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**EDUCATION**

Institute of Production and Recording Minneapolis, MN December 2012  
AAS Media Arts Sound Design for Visual Media  
AAS Media Arts Audio Production & Engineering

**PROFFESIONAL SKILLS**

Microsoft Office Suite  
Adobe Photoshop  
Adobe Illustrator  
Soldering and Basic Electronics  
Ableton Live  
Pro Tools  
Mac and PC  
Final Cut Pro

**VOLUNTEER EXPERIENCE**

Feed My Starving Children Coon Rapids, MN 2006 – Present  
Volunteer

- Fill bags with food and air seal them.
- Load boxes with bags into back room.

Family of Christ Lutheran Church Ham Lake, MN 2003 – Present  
Volunteer

- Play Guitar in Youth Group band.
- Run soundboard for band.
- Volunteering for church events.

**EMPLOYMENT HISTORY**

Menards Corporation Coon Rapids, MN 2007 – 2008  
Cashier/Carryout

- Assisted customers with loading their vehicles.
- Provided customer service by helping consumers locate products.
- Maintained safety in the store by cleaning spills.

## **Leif Anderson**

1200000 Life Lane  
Andover, Minnesota  
LeifAnder@gmail.com  
612-400-3000

## **References**

### **Peter Pan**

Concert Coordinator  
Minneapolis Parks and Recreation Board  
612.222.6662  
[mrpan@minneapolisparcs.org](mailto:mrpan@minneapolisparcs.org)

### **Tye Carter**

Project Manager  
Adventure Divers Inc., Minot, ND  
700.777.2233  
[adventuredivers@minot.com](mailto:adventuredivers@minot.com)

### **Fred Flintstone**

Owner  
Adventure Divers Inc., Minot ND  
700.888.99998

## Search Tips

### **IPR students and alumni have a campus-exclusive job board at IPRCareerServices.net.**



Our department finds you the best leads and posts them for free. You will need to create an account and log in to see these positions, and we are more than welcome to get you started and answer any questions about the website that you may have.

For more job leads, make sure to join the Facebook group IPR Connect and follow the IPR Career Services page. We are always updating information and providing exclusive job leads, internship and volunteer opportunities from employers and local groups.

Research what jobs you are interesting in pursuing. One resource is ONet online; this is sponsored by the U.S. Department of Labor, and offers a wide variety of information regarding career options, pay scale, and potential growth of that career.

#### **Tailor Your Search:**

Register with as many **free** job search sites as you wish, 4 to 5 sites will offer more of a variety of jobs. While registering, you will create a profile and based on your profile, jobs will be sent to your email address. You will have all of these sites working for you, instead of you spending more time searching these sites.

- Have your resume ready to go, before you start apply for jobs. Tailor it for positions as needed.
- Apply to as many positions that you are interested in pursuing. Follow the procedures for completing the on line application, as stated in the application process. Leaving fields or information incomplete may be the difference between you getting an interview.
- **NEVER GIVE OUT YOUR PRIVATE, PERSONAL INFORMATION**
- Set time aside each day to apply to jobs that you find. Apply, apply apply....
- If you hit an obstacle, don't give up! **Feel free to reach out to Career Services at 612-244-2800.** We are more than happy to help you along your way and will have many more tips and tricks for your job search.

# Web Resources and Job Boards

## **Theater/Arts**

[www.offstagejobs.com](http://www.offstagejobs.com)

## **TV/Broadcast**

[www.tvjobs.com](http://www.tvjobs.com)

[www.tvandradijobs.com](http://www.tvandradijobs.com)

[www.b-roll.net](http://www.b-roll.net)

[www.minnesotabroadcasters.com](http://www.minnesotabroadcasters.com)

[www.mnfilmtv.org](http://www.mnfilmtv.org)

## **Industry sites**

[www.soundgirls.org](http://www.soundgirls.org)

[www.showbizjobs.com](http://www.showbizjobs.com)

[www.studiodaily.com](http://www.studiodaily.com)

[www.freelancer.com](http://www.freelancer.com)

[www.careerpage.org](http://www.careerpage.org)

[www.craigslist.org](http://www.craigslist.org)

[www.variety.com](http://www.variety.com)

[www.disney.go.com/disneycareers](http://www.disney.go.com/disneycareers)

[www.sologig.com](http://www.sologig.com)

[www.hearitlocal.com](http://www.hearitlocal.com)

[www.gigtech.net](http://www.gigtech.net)

[www.productionhub.com](http://www.productionhub.com)

[www.mandy.com](http://www.mandy.com)

[www.jobsav.com](http://www.jobsav.com)

[www.cast-a-way.com](http://www.cast-a-way.com)

[www.creativesoundstudios.com](http://www.creativesoundstudios.com)

[www.roadiejobs.com](http://www.roadiejobs.com)

[www.festivalwork.com](http://www.festivalwork.com)

[www.festivalfinder.com](http://www.festivalfinder.com)

[www.themuse.com](http://www.themuse.com)

[www.onlinegigs.com](http://www.onlinegigs.com)

## **Job sites**

[www.indeed.com](http://www.indeed.com)

[www.twincities.employmentguide.com](http://www.twincities.employmentguide.com)

[www.minneapolis.jobs.topusajobs.com](http://www.minneapolis.jobs.topusajobs.com)

[www.local.com](http://www.local.com)

[www.employmentspot.com](http://www.employmentspot.com)

[www.nowhiring.com](http://www.nowhiring.com)

[www.truecareers.com](http://www.truecareers.com)

## **MN State sites**

[www.minnesotajobs.com](http://www.minnesotajobs.com)

[www.mn.gov/deed/jobseekers.com](http://www.mn.gov/deed/jobseekers.com)

[www.minnesotajobnetworking.com](http://www.minnesotajobnetworking.com)

[www.jobdig.com](http://www.jobdig.com)

[www.linkup.com](http://www.linkup.com)

[www.minnesotaworks.net](http://www.minnesotaworks.net)

[www.sos.state.mn.us](http://www.sos.state.mn.us)

[www.deed.state.mn.us/events/index.htm](http://www.deed.state.mn.us/events/index.htm)

## **Paid Search Sites**

[www.mymusicjob.com](http://www.mymusicjob.com)

[www.entertainmentcareers.net](http://www.entertainmentcareers.net)

[www.staffmeup.com](http://www.staffmeup.com)

[www.filmmandtvpro.com](http://www.filmmandtvpro.com)

<http://us.music-jobs.com>

[www.showbizcrew.com](http://www.showbizcrew.com)

[www.sologig.com](http://www.sologig.com)

[www.hollywoodentertainmentjobs.com](http://www.hollywoodentertainmentjobs.com)

## **Informational Sites**

[www.topix.net](http://www.topix.net)

[www.hometownlocator.com](http://www.hometownlocator.com)

[www.discmakers.com/community/partnerprogram/](http://www.discmakers.com/community/partnerprogram/)

[www.banditnewsletter.com](http://www.banditnewsletter.com)

[www.musicians.about.com](http://www.musicians.about.com)

[www.1212.com](http://www.1212.com)

[www.creativedir.com](http://www.creativedir.com)

<http://studiomenu.com>

## **Performing Rights Organizations**

[www.ascap.com](http://www.ascap.com)

[www.bmi.com](http://www.bmi.com)

[www.sesac.com](http://www.sesac.com)

## **How to Start a Business in Minnesota**

[www.deed.state.mn.us/bizdev/start.html](http://www.deed.state.mn.us/bizdev/start.html)

## **FREE/Cheap Business Cards**

[www.vistaprint.com](http://www.vistaprint.com)

[www.overnightprints.com](http://www.overnightprints.com)

[www.gotprint.com](http://www.gotprint.com)

[www.moo.com](http://www.moo.com)

## **Union Talent**

[www.lipservicetalent.com](http://www.lipservicetalent.com)

[www.mooretalent.com](http://www.mooretalent.com)

[www.wehmann.com](http://www.wehmann.com)

## **Retail**

[www.schmittmusic.com](http://www.schmittmusic.com)

[www.twintown.com](http://www.twintown.com)

[www.guitarcenter.com](http://www.guitarcenter.com)

[www.musicgoround.com](http://www.musicgoround.com)

[www.grothmusic.com](http://www.grothmusic.com)

[www.starkey.com](http://www.starkey.com)

[www.bestbuy.com](http://www.bestbuy.com)

## **Ad Agencies**

[www.martinwilliams.com](http://www.martinwilliams.com)

[www.cmithun.com](http://www.cmithun.com)

[www.ascheandspencer.com](http://www.ascheandspencer.com)

[www.bbdo.com](http://www.bbdo.com)

[www.russellherder.com](http://www.russellherder.com)

[www.northwoodsadvertising.com](http://www.northwoodsadvertising.com)

[www.redcircleagency.com](http://www.redcircleagency.com)

[www.tripleink.com](http://www.tripleink.com)

[www.periscope.com](http://www.periscope.com)

[www.hotdishad.com](http://www.hotdishad.com)

[www.fallon.com](http://www.fallon.com)

[www.huntadkins.com](http://www.huntadkins.com)

[www.carmichaellynch.com](http://www.carmichaellynch.com)

[www.collemcvoy.com](http://www.collemcvoy.com)

[www.stonearchcreative.com](http://www.stonearchcreative.com)

[www.spyglasscreative.com](http://www.spyglasscreative.com)

[www.morganmyers.com](http://www.morganmyers.com)

[www.nemerfieger.com](http://www.nemerfieger.com)

[www.creativegroup.com](http://www.creativegroup.com)

[www.my.womens-source.com](http://www.my.womens-source.com)

### **Artist Management Companies**

[www.nervecenter.net](http://www.nervecenter.net)

### **Booking Agencies**

[www.greenroommusicsource.com](http://www.greenroommusicsource.com)

[www.armentertainment.com](http://www.armentertainment.com)

[www.esientertainment.com](http://www.esientertainment.com)

[www.peppermintbooking.com](http://www.peppermintbooking.com)

### **Entertainment Law**

[www.lommen.com](http://www.lommen.com)

[www.createpluslaw.com](http://www.createpluslaw.com)

### **Graphic/Web Design**

[www.designguys.com](http://www.designguys.com)

### **Press**

[www.profaneexistence.com](http://www.profaneexistence.com)

[www.citypages.com](http://www.citypages.com)

[www.journalmpls.com](http://www.journalmpls.com)

[www.mspmag.com](http://www.mspmag.com)

[www.startribune.com](http://www.startribune.com)

[www.pioneerpress.com](http://www.pioneerpress.com)

[www.vita.mn](http://www.vita.mn)

### **Promotion & Publicity**

[www.main-st.net](http://www.main-st.net)

[www.tinderboxmusic.com](http://www.tinderboxmusic.com)

[www.vitriolradio.com](http://www.vitriolradio.com)

### **Record Labels**

[www.rhymesayers.com](http://www.rhymesayers.com)

[www.noalternative.com](http://www.noalternative.com)

[www.noside.com](http://www.noside.com)

[www.princessrecords.com](http://www.princessrecords.com)

[www.redhouserecords.com](http://www.redhouserecords.com)

### **Record Distribution**

[www.electricfetus.com](http://www.electricfetus.com)

[www.millcitymusic.com](http://www.millcitymusic.com)

[www.tinderboxmusic.com](http://www.tinderboxmusic.com)

### **Talent Agencies**

[www.allensworthentertainment.com](http://www.allensworthentertainment.com)

[www.meredithagency.com](http://www.meredithagency.com)

### **Large Venue**

[www.targetcenter.com](http://www.targetcenter.com)

[www.mnstatefair.org](http://www.mnstatefair.org)

[www.xcelenergycenter.com](http://www.xcelenergycenter.com)

[www.sos.state.mn.us](http://www.sos.state.mn.us)

[www.deed.state.mn.us/vents/index.htm](http://www.deed.state.mn.us/vents/index.htm)

### **Live**

### **Sound/Production Companies**

[www.allied-audio.com](http://www.allied-audio.com)

[www.audiologicsystems.com](http://www.audiologicsystems.com)

[www.musicfestivals.com](http://www.musicfestivals.com)

[www.festivalfinder.com](http://www.festivalfinder.com)

[www.mfea.net](http://www.mfea.net)

[www.mfcf.com](http://www.mfcf.com)

[www.musicmatters.com](http://www.musicmatters.com)

[www.metrosoundlighting.com](http://www.metrosoundlighting.com)

### **Recording Studios**

[www.nategiller.com](http://www.nategiller.com)

[www.winterlandstudios.com](http://www.winterlandstudios.com)

[www.twofishstudios.com](http://www.twofishstudios.com)

[mixing.wildclay.net](http://mixing.wildclay.net)

[www.the-terrarium.com](http://www.the-terrarium.com)

[www.taylor-sound.com](http://www.taylor-sound.com)

[www.pachydermstudio.com](http://www.pachydermstudio.com)

[www.creativesoundstudios.com/](http://www.creativesoundstudios.com/)

### **Theaters**

[northrop.umn.edu](http://northrop.umn.edu)

[www.theroy.org](http://www.theroy.org)

[www.varsitytheater.org](http://www.varsitytheater.org)

[www.ordway.org](http://www.ordway.org)

[www.guthrietheater.org](http://www.guthrietheater.org)

[www.franktheatre.org](http://www.franktheatre.org)

[www.hennepintheatredistrict.org](http://www.hennepintheatredistrict.org)

[www.minnesotaorchestra.org](http://www.minnesotaorchestra.org)

[fitzgeraldtheater.publicradio.org](http://fitzgeraldtheater.publicradio.org)

[www.southerntheater.org](http://www.southerntheater.org)

[www.chanhassentheatres.com](http://www.chanhassentheatres.com)

[www.mixedblood.com](http://www.mixedblood.com)

[www.childrenstheatre.org](http://www.childrenstheatre.org)

[www.jungletheater.com](http://www.jungletheater.com)

### **Venues- Bars/Clubs (Live Music)**

[www.theshouhouse.com](http://www.theshouhouse.com)

[www.turfclub.net](http://www.turfclub.net)

[www.first-avenue.com](http://www.first-avenue.com)

[www.finelinemusic.com](http://www.finelinemusic.com)

[www.kittycatklub.net](http://www.kittycatklub.net)

[www.bogartsplace.com](http://www.bogartsplace.com)

[www.ogaras.com](http://www.ogaras.com)

[www.cabooze.com](http://www.cabooze.com)  
[www.leesliquorlounge.com](http://www.leesliquorlounge.com)  
[www.mayslacksbar.com](http://www.mayslacksbar.com)  
[www.triplerocksocialclub.com](http://www.triplerocksocialclub.com)  
[www.epicmpls.com](http://www.epicmpls.com)  
[www.aquamppls.com](http://www.aquamppls.com)  
[www.400bar.com](http://www.400bar.com)

### **Post Production Houses**

[www.audioruckusrecording.com](http://www.audioruckusrecording.com)  
[www.pixelfarm.com](http://www.pixelfarm.com)  
[www.undertonemusic.com](http://www.undertonemusic.com)  
[www.bwnoise.com](http://www.bwnoise.com)  
[www.fischeredit.com](http://www.fischeredit.com)  
[www.aaronstokes.com](http://www.aaronstokes.com)  
[www.rumble1.com](http://www.rumble1.com)  
[www.gasket.tv](http://www.gasket.tv)  
[www.echoboys.com](http://www.echoboys.com)  
[www.voltstudios.tv](http://www.voltstudios.tv)  
[www.afterglowstudios.com](http://www.afterglowstudios.com)  
[www.creativesoundstudios.com](http://www.creativesoundstudios.com)

### **Radio/TV**

[www.jazz88fm.com](http://www.jazz88fm.com)  
[www.kfai.org](http://www.kfai.org)  
[www.kmojfm.com](http://www.kmojfm.com)  
[www.cities97.com](http://www.cities97.com)  
[www.k102.com](http://www.k102.com)  
[www.kdwb.com](http://www.kdwb.com)  
[minnesota.publicradio.org](http://minnesota.publicradio.org)  
[clearhannel.com](http://clearhannel.com)  
[www.minnesotabroadcasters.org](http://www.minnesotabroadcasters.org)  
[www.sbgi.net](http://www.sbgi.net)  
[www.kstp.com](http://www.kstp.com)  
[www.wcco.com](http://www.wcco.com)  
[www.kare11.com](http://www.kare11.com)  
[www.kmsp.com](http://www.kmsp.com)  
[www.mnfilmtv.org](http://www.mnfilmtv.org)  
[www.mtn.org](http://www.mtn.org)

### **Audio/Video**

[www.tierneybrothers.com](http://www.tierneybrothers.com)  
[www.jdtheaterdesign.com](http://www.jdtheaterdesign.com)

### **CD/DVD Duplication and Distribution**

[www.copycatsmedia.com](http://www.copycatsmedia.com)  
[www.noiseland.com](http://www.noiseland.com)  
[www.creativeimages.com](http://www.creativeimages.com)  
[www.mediaexpress.net](http://www.mediaexpress.net)  
[www.token.com](http://www.token.com)  
[www.power-house.com](http://www.power-house.com)  
[www.navarre.com](http://www.navarre.com)

# **Power Verbs for Resumes**

Absorb	Conduct	Finance
Accelerate	Confer	Forecast
Access	Configure	Formulate
Accomplish	Connect	Foster
Accrue	Conserve	Furnish
Acquire	Consolidate	Gain
Achieve	Construct	Generate
Activate	Consult	Graduate
Adapt	Contact	Guide
Adjust	Continue	Handle
Administer	Contribute	Help
Advertise	Control	Host
Advice	Convey	Identify
Advocate	Convince	Illustrate
Affirm	Coordinate	Implement
Alert	Correspond	Improve
Align	Critique	Improvise
Allocate	Cultivate	Increase
Analyze	Customize	Influence
Apply	Decide	Inform
Appraise	Declare	Initiate
Approve	Dedicate	Innovate
Arbitrate	Define	Inspire
Arranged	Delegate	Install
Assemble	Deliver	Institute
Assess	Demonstrate	Integrate
Assign	Depreciate	Interact
Assist	Describe	Interview
Attain	Design	Introduce
Authorize	Determine	Investigate
Award	Develop	Itemize
Bring	Devise	Join
Broadcast	Diagnose	Justify
Build	Direct	Launch
Certify	Dispatch	Learn
Chaired	Dispense	Lecture
Change	Distribute	Lessen
Chart	Document	Lift
Check	Edit	Link
Choose	Educate	Listen
Clarify	Emphasize	Maintain
Classify	Encourage	Manage
Coach	Enforce	Manipulate
Collaborate	Engineer	Market
Collate	Enhance	Measure
Combine	Ensure	Mediate
Communicate	Establish	Merge
Compare	Estimate	Mobilize
Compile	Evaluate	Modify
Complete	Examine	Monitor
Compose	Execute	Motivate
Compute	Expand	Negotiate
Conceptualize	Expedite	Observe
Conclude	Fabricate	Obtain
Condense	Facilitate	Operate



Organize  
Originate  
Outpace  
Outperform  
Participate  
Perform  
Persuade  
Plan  
Prepare  
Present  
Prevent  
Prioritize  
Process  
Produce  
Program  
Promote  
Propose  
Prospect  
Prove  
Provide  
Purchase  
Pursue  
Qualify  
Reach  
Receive  
Recommend  
Reconcile  
Record  
Recruit  
Reduce  
Refer  
Reorganize  
Repair  
Replace  
Report  
Represent  
Research  
Reserve  
Resolve  
Respond  
Restore  
Restructure  
Retrieve  
Review  
Revise  
Revitalize  
Schedule  
Search  
Secure  
Select  
Serve  
Share  
Seize  
Showcase  
Simplify  
Solve  
Sort

Specialize  
Specify  
Sponsor  
Standardize  
Succeed  
Suggest  
Summarize  
Supervise  
Support  
Surpass  
Survey  
Sustain  
Target  
Teach  
Test  
Track  
Trade  
Transact  
Transform  
Translate  
Transmit  
Transport  
Tutor  
Unite  
Update  
Upgrade  
Utilize  
Validate  
Value  
Verify  
View  
Volunteer  
Watch  
Weigh  
Witness  
Write  
Yield