

POLITEKNIK MELAKA



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RESUME WRITING

FOR FRESH GRADUATES

DUE50032 : COMMUNICATIVE ENGLISH 3

RESUME WRITING FOR FRESH GRADUATES

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We hereby declare that this module is our original work. To the best of our knowledge, it contains no materials previously written or published by another person. However, if there is any, due acknowledgement and credit are mentioned accordingly in the e-book.

Preface

"Resume Writing for Fresh Graduates" is a must-have resource for polytechnic students as they prepare to embark on their professional journeys. Graduating from a polytechnic institution equips students with practical skills and hands-on experience, which are invaluable assets in the job market. However, creating a compelling resume that effectively communicates these strengths can be a daunting task, especially for those with limited work experience. This e-book is specifically designed to address the unique needs and challenges faced by polytechnic students. It provides tailored guidance on how to highlight your practical skills, showcase your academic achievements, and stand out as a competitive candidate in the job search process.

Moreover, in today's highly competitive job market, a well-crafted resume is often the first point of contact between fresh graduates and potential employers. It serves as introduction and can significantly impact the chances of landing interviews and job offers. "Resume Writing for Fresh Graduates" not only offers practical advice but also empowers fresh graduates with the knowledge and confidence to create a standout resume that reflects their capabilities and potential. By using this e-book, Fresh graduates will be better prepared to navigate the transition from student life to the professional world, making career aspirations more attainable.

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CHAPTER 1

Introduction

Congratulations on completing your diploma and embarking on your journey into the job market! As a fresh graduate, it's crucial to recognize the significance of a well-crafted resume. Your resume serves as your initial introduction to potential employers and holds the power to greatly influence your chances of securing an interview. This ebook has been created specifically for diploma level fresh graduate students like you, aiming to provide guidance on creating an effective resume that effectively showcases your skills, education, and experiences.

Throughout this ebook, you will find valuable tips, techniques, and guidelines that will empower you to develop a compelling resume. By following these recommendations, you will learn how to present your qualifications in a way that distinguishes you from other candidates and captures the attention of employers. The ebook will cover various aspects of resume writing, including formatting, content organization, and the inclusion of relevant information.

Through a step-by-step approach, you will gain insights into tailoring your resume to align with your career goals, effectively showcasing your diploma education and any additional achievements or experiences that highlight your readiness to contribute to the workforce. The ebook will emphasize the importance of highlighting academic accomplishments, especially when work experience is limited, and guide you on incorporating relevant keywords and industry-specific knowledge.

By the end of this ebook, you will have a comprehensive understanding of how to create a resume that stands out from the competition and increases your chances of securing your dream job. By investing time and effort into crafting an exceptional resume, you will position yourself as a strong candidate and open doors to new opportunities in your desired field.

Remember, your resume is a powerful tool that can significantly impact your job search success. By following the tips and guidelines presented in this ebook, you will be equipped with the knowledge and skills to create a resume that effectively communicates your qualifications, catches the attention of employers, and increases your prospects in the competitive job market. Good luck on your journey towards landing your desired position!

CHAPTER 2

Purpose of Your Resume

Importance of a well-written resume

A well-written resume is crucial for diploma level fresh graduate students entering the job market. It serves as their primary marketing tool, creating the first impression on potential employers and influencing their decision to shortlist candidates for interviews.

A well-crafted resume highlights relevant skills, qualifications, and academic achievements, showcasing readiness to contribute to an organization. Tailoring the resume to specific job requirements increases the likelihood of being shortlisted. It allows candidates to stand out from the competition by presenting unique qualities and achievements.

A well-structured resume demonstrates communication and organizational skills, reflects professionalism and attention to detail, and opens doors to job

opportunities. By investing in a compelling resume, fresh graduates can enhance their prospects and create a positive first impression on prospective employers.

Tailoring your resume to your career goals

Tailoring your resume to your career goals is crucial for creating an effective job application. By customizing your resume to align with the specific job or industry you're targeting, you can highlight relevant information, showcase transferable skills, and demonstrate your industry-specific knowledge. Here's a summary of the importance of tailoring your resume:

Relevant Information

Tailoring your resume ensures that the most relevant information is highlighted based on the job description. By emphasizing the skills, qualifications, and experiences sought by the employer, you increase the chances of your resume being noticed and shortlisted.

Showcasing Transferable Skills

Customizing your resume allows you to emphasize transferable skills that are applicable to your desired career path. Even if you lack direct work experience, highlighting these skills demonstrates your potential and suitability for the position.

Customizing Objective Statement/Summary

Tailoring the objective statement or summary at the beginning of your resume enables you to explicitly state your career goals and align your qualifications with

the specific job or industry. This customization immediately captures the attention of recruiters and showcases your dedication.

Relevant Keywords

By incorporating relevant keywords and phrases, you increase the likelihood of your resume passing through initial screenings performed by applicant tracking systems (ATS). Including these keywords naturally in your resume is essential for getting noticed by both the ATS and human recruiters.

Demonstrate Industry-Specific Knowledge

Tailoring your resume allows you to showcase your knowledge of industry-specific terminology, trends, and challenges. This demonstrates your genuine interest and commitment to the industry, making you a more attractive candidate.

Address Employer's Needs

Customizing your resume enables you to address the specific needs of the employer. Highlighting how your skills and experiences align with the requirements of the role shows that you understand their expectations and are prepared to contribute effectively.

Remember, tailoring your resume involves presenting your existing skills and experiences strategically, without fabricating information. By customizing your resume to your career goals, you increase the chances of getting noticed, shortlisted for interviews, and ultimately landing a job that aligns with your aspirations.

CHAPTER 3

Resume Structure

Sections of a Resume

When creating a resume as a diploma level fresh graduate, there are several essential sections that should be included to effectively showcase your qualifications and experiences. Here's a summary of the key sections to include in your resume:

Header

- Begin your resume with a header that includes your name, contact information (phone number, email address), and optionally, your professional social media profiles (LinkedIn, GitHub).

Objective Statement or Summary

- Include a concise objective statement or summary that highlights your career goals, skills, and what you can offer to potential employers. Tailor this section to align with the specific job or industry you're targeting.

Education

- This section should emphasize your diploma program, the institution you attended, and the date of completion or expected graduation. Include any relevant coursework.

Work Experience

- If you have any relevant internships or work experience, include this section to showcase your practical application of skills and industry knowledge.

Skills

- Highlight your key skills and competencies that are relevant to the job you're applying for. Include both technical skills and soft skills

Extracurricular Activities

- Include any involvement in clubs, organizations, or leadership positions that showcase your teamwork, communication, and organizational skills. Highlight any relevant responsibilities or accomplishments in these roles.

Certifications and Training

- If you have obtained any certifications or completed additional training relevant to your field, list them in a dedicated section to demonstrate your commitment to continuous learning and professional development.

References

- Optionally, you can include references or indicate that they are available upon request. Make sure to obtain permission from your references before including their contact information.

Remember to tailor each section to highlight your strengths, experiences, and qualifications relevant to the job you're applying for. Keep your resume concise, clear, and well-organized, using bullet points and action verbs to enhance readability. By including these essential sections in your resume, you will effectively present your qualifications and increase your chances of impressing potential employers.



Example of resume format

[Your Name]
[Your Address]
[Phone Number]
[Email Address]

Objective:

A highly motivated and detail-oriented diploma level fresh graduate seeking an entry-level position in [desired field] to utilize acquired knowledge, skills, and dedication to contribute to the success of an organization.

Education:

Diploma in [Field of Study]
[Name of Institution]
[Location]
[Year of Graduation]

Work Experience:

Company Name 1
Job Title
Location
Dates of Employment
Description of responsibilities and achievements in a concise and results-oriented manner.

Skills:

List of relevant skills, such as technical skills, software proficiency, language proficiency, and any other skills relevant to the desired position.

Additional Sections (optional):

Extracurricular Activities:

Include any leadership roles held in student organizations or extracurricular activities.

Certifications:

List any certifications or training programs completed.

Achievements:

Mention any academic or professional awards or honours received.

References:

Summary/Objective Statement

Writing an attention-grabbing summary is crucial when crafting your resume. This section, also known as the professional summary or profile, provides a concise overview of your qualifications, skills, and experiences. Here's a summary of key points to consider when writing an attention-grabbing summary:

- **Keep it concise:** Use 3-4 sentences to make every word count.
- **Customize it:** Tailor your summary to the specific job or industry by incorporating keywords and highlighting relevant experiences.
- **Highlight unique selling points:** Emphasize your unique strengths, experiences, certifications, or notable achievements to stand out.
- **Showcase skills:** Emphasize skills applicable across different industries or job roles to demonstrate versatility.
- **Use action verbs:** Start statements with dynamic action verbs to convey proactivity and accomplishment.
- **Maintain a professional tone:** Demonstrate expertise and professionalism with specific language and avoid generic statements.

Remember, your summary is a snapshot of your qualifications that entices employers to read further. Craft an attention-grabbing summary that aligns with the job requirements to increase your chances of capturing hiring managers' attention and securing interviews.

Activity

Choose a resume writing tool to start drafting your resume. We recommend

Canva or Microsoft Word.

Ensure that the “Career Objective “section is positioned at, or near the top of the page.

All of the following details should be summarized; your education:

**personal characteristics &
work-related goals.**

Refer to the example:

Examples

Example 1

Accountancy graduate with a diploma seeking an entry-level position in a reputable accounting firm. Proficient in financial analysis, data interpretation, and accurate financial reporting. Strong understanding of accounting principles, tax regulations, and auditing practices. Committed to delivering high-quality work with accuracy and efficiency. Eager to contribute to organizational success and enhance skills in accountancy.

Example 2

Results-driven Mechanical Engineering graduate with a diploma, seeking a challenging position as a Mechanical Engineer. Skilled in designing, developing, and improving mechanical systems using engineering principles. Proficient in CAD software and conducting detailed analysis for optimization. Committed to innovative problem-solving and delivering high-quality mechanical designs. Seeking to contribute technical expertise and collaborate with a multidisciplinary team at XYZ Company.

Example 3

Highly motivated and detail-oriented civil engineering graduate with a strong educational foundation in diploma studies. Seeking an entry-level position in a reputable construction or engineering firm to apply theoretical knowledge, practical skills, and passion for infrastructure development. Eager to contribute to innovative projects, collaborate with experienced professionals, and gain hands-on experience in the field of civil engineering. Committed to delivering high-quality work, ensuring adherence to project specifications, and contributing to the overall success of the organization.

Education

Highlighting your diploma and relevant coursework is an effective way to show your educational qualifications and demonstrate your expertise in a specific field.:

Include your diploma

- Begin by listing your diploma in the education section. Provide the name of the institution where you obtained your diploma, the degree earned (e.g., Diploma in Mechanical Engineering), and the date of completion.

List relevant coursework

- Underneath your diploma, include a subsection where you can list relevant coursework or subjects you studied during your diploma program. Focus on courses that directly relate to the job or industry you're targeting. For example, if you're applying for a mechanical engineering position, highlight coursework such as Thermodynamics, Fluid Mechanics, Machine Design, or CAD/CAM.

Diploma

Institution

Completion

Relevant Coursework

Activity

Write your education by including the following details:

- Name of academic qualification (Diploma, Degree, etc.)
- Name of academic institutions
- Duration of studies
- Relevant courses taken
- Final year project title

Use the sample below as a guide.

Examples

Education:

Diploma in Accountancy, Politeknik Melaka, Year of Completion: 2021

- Relevant Coursework:
 - Financial Accounting, Managerial Accounting, Auditing, Taxation, Cost Accounting

Education:

Diploma in International Business, Politeknik Melaka, Year of Completion: 2021

- Relevant Coursework:
 - International Trade and Finance, Global Marketing, International Business Law, Internatioanl Supply Chain Management.

Education:

Diploma in Mechanical Engineering, Politeknik Melaka, Year of Completion: 2022

- Relevant Coursework: Thermodynamics, Fluid Mechanics, Machine Design, CAD/CAM

Education:

Diploma in Civil Engineering, Politeknik Melaka, Year of Completion: 2023

- Relevant Coursework:
 - Structural Analysis, Construction Materials, Geotechnical Engineering, Highway Engineering.

Work Experience

As a fresh diploma graduate, you may not have extensive full-time work experience. Highlight any internships, part-time jobs, or relevant projects you have undertaken during your studies. Emphasize the skills and knowledge gained from these experiences.

Provide a concise overview of your responsibilities and duties in each role. Highlight tasks that are relevant to the position you're applying for. Use action verbs to demonstrate your active involvement in performing tasks and contributing to the organization.

Highlight any achievements, accomplishments, or contributions you made during your work experience. This can include specific projects you completed, targets you achieved, or any recognition received. Quantify your achievements whenever possible to provide tangible evidence of your impact.



Activity

Write your work experience by including the following details:

- the position held
 - name of the company
 - duration of work
 - 3 to 5 descriptions of job duties
- When listing past work experiences, use past tense verbs consistently. Examples: “Performed”, “Carried out”, “Conducted”.

Use the sample below as a guide.

Examples

Intern, ABC Accounting Firm

Location | Dates of Employment

- Assisted senior accountants with preparing financial statements, including balance sheets, income statements, and cash flow statements.
- Conducted bank reconciliations and ensured accuracy of financial records.
- Assisted in the preparation of tax returns and compliance with regulatory requirements.
- Participated in client meetings and communicated effectively to gather necessary financial information.
- Utilized accounting software and tools to record and analyse financial data.
- Collaborated with a team to complete assigned projects within deadlines.
- Demonstrated strong attention to detail and accuracy in data entry and financial calculations.

Intern, XYZ Company

Location | Dates of Internship

- Assisted the international business team in conducting market research and analysis to identify potential target markets and business opportunities.
- Participated in the development of international marketing strategies and campaigns to promote products and services in global markets.
- Supported the coordination of international trade shows, exhibitions, and business conferences, including logistical arrangements and booth setup.
- Conducted competitor analysis to assess market positioning and identify competitive advantages for the company.
- Assisted in the preparation of business proposals, presentations, and sales materials for potential clients and partners.
- Conducted research on international regulations and compliance requirements to ensure the company's adherence to trade laws and standards.
- Demonstrated strong interpersonal and communication skills in building relationships with international stakeholders and colleagues.

Engineering Intern, XYZ Engineering Company

Location | Dates of Employment

- Assisted senior engineers in conducting research, designing, and testing various mechanical components and systems.
- Contributed to the development of engineering drawings and specifications.
- Conducted experiments and gathered data for analysis and evaluation.
- Collaborated with cross-functional teams to support project planning and execution.
- Utilized CAD software to create 3D models and produce detailed technical drawings.
- Assisted in troubleshooting and resolving technical issues during the manufacturing and assembly processes.

Civil Engineering Intern, 123 Engineering Firm

Location | Dates of Internship

- Assisted senior engineers in conducting site inspections and surveys to assess project feasibility and site conditions.
- Assisted in the design and drafting of structural plans, utilizing AutoCAD and other engineering software.
- Collaborated with the engineering team to prepare project specifications and cost estimates.
- Assisted in the preparation of project reports and documentation, ensuring accuracy and compliance with industry standards.
- Assisted in monitoring project progress and documenting construction activities on-site.
- Demonstrated strong organizational skills by maintaining project files, drawings, and technical documentation.

Skills

The skills section in a resume is important because it highlights the specific abilities and qualifications that make an applicant suitable for a job. Applicants should examine job postings in their field to identify specific skills employers seek. Pay attention to qualifications and requirements sections that mentioned essential skills for the positions.

It is best to be specific about each skill, for example; write 'effective verbal and written communication in cross-functional teams; instead of just write 'communication skills. Examples also should be provided in order to show specific skills, such as, 'lead a team in completing a group project' instead of 'leadership'. Bear in mind when listing the skills, candidate needs to be honest by only include skills truly possess.

Here are some categories of skills that candidate can use in listing their skills in resume:

Skills

Adaptability

Problem-Solving

Collaboration

Time Management

Customer Service

Analytical Skills

Languages

Technical Proficiencies

Leadership

Networking

Activity

Write your skills by including the following details:

Hard Skills

- Language Abilities
- Proficiency in using Computer/ Software
- Proficiency in using Machines/ Tools/ Equipment
- Hands-on Skills

Soft Skills

3 personality traits/ characteristics that correlate with the job duties

Use the sample below as a guide.

Examples

Financial Analysis and Reporting:

- Proficient in financial data analysis using accounting software, such as QuickBooks and Excel.
- Knowledge of financial statement preparation, including balance sheets, income statements, and cash flow statements.
- Ability to perform ratio analysis and interpret financial data to provide insights and recommendations.

Taxation and Compliance:

- Familiarity with tax regulations and the ability to accurately calculate taxes for individuals and businesses.
- Understanding of tax planning strategies and compliance requirements.
- Proficient in preparing and filing tax returns, ensuring adherence to legal and regulatory guidelines.

Auditing and Internal Controls:

- Knowledge of auditing procedures and standards, including risk assessment and internal control evaluation.
- Ability to conduct internal audits to identify areas for improvement and compliance.
- Experience in documenting audit findings and preparing audit reports.

Accounting Software and Tools:

- Proficient in using accounting software, such as QuickBooks, for bookkeeping and financial management.
- Familiarity with spreadsheet applications (e.g., Excel) for data analysis, financial modelling, and budgeting.

Analytical Thinking and Problem Solving:

- Strong analytical skills, with the ability to identify financial issues and develop solutions.
- Detail-oriented approach, ensuring accuracy and precision in financial analysis and reporting.
- Effective problem-solving skills, capable of resolving complex financial challenges.

Extracurricular Activities

Participating in extracurricular activities demonstrates that candidate is interested in things other than academics or employment. It displays candidate's interests, and abilities that might help candidate stand out professionally. Participating in activities such as leading clubs, playing on sports teams, volunteering in community, or planning events teaches key skills such as being a strong leader, working well with others, communicating well, and time management.

The skills develop in extracurricular activities can easily be used at a job, showing that what have been learnt outside of work can be really useful at work too. For example, organising a charity event demonstrates the ability to manage projects effectively, which is vital in many careers.

Utilising relevant extracurricular activities can effectively bridge the experience gap for recent graduates negotiating the difficulty of limited work experience. These activities provide concrete evidence of the abilities and successfully supplementing academic background with hands-on achievements.

Furthermore, participating in these activities demonstrates that candidate is a person who takes initiative and is engaged. When someone choose activities that interest them, it demonstrates that the person is willing to go above and beyond what is expected and that the person is enthusiastic about things that will help in improving personal life and in job.

Examples

President, Environmental Club

ABC University, 2021-2023

Led a team of 15 members in organizing eco-friendly initiatives, including campus clean-up events and sustainability workshops.

Increased club membership by 30% through targeted recruitment strategies.

Collaborated with local organizations to host a successful Earth Day awareness campaign, reaching over 500 students.

Volunteer, Habitat for Humanity

Summer 2022

Contributed 100+ hours to building homes for underprivileged families.

Strengthened teamwork and problem-solving skills while working in diverse groups.

Recognized with the "Outstanding Volunteer" award for dedication and commitment.

Event Coordinator, Tech Conference

ABC University, Spring 2022

Coordinated logistics for a 2-day tech conference, overseeing venue arrangements, speaker scheduling, and participant registration.

Managed a team of 5 volunteers to ensure smooth event execution.

Attracted 300+ attendees, surpassing previous years' participation by 20%.

Certifications and Training

Listing relevant certifications and training programs

Including relevant certifications and training programs on your resume is crucial to showcase your commitment to professional development and acquiring specialized knowledge and skills. Here's a shortened explanation of how to effectively list them:

Create a dedicated section

Have a separate section on your resume specifically for certifications and training programs, placed after your education or work experience section.

List the certifications and programs

Clearly state the name of each certification or training program, including the issuing organization or institution, completion date, and relevant details like duration or level of certification.

Prioritize relevance

Start with the most relevant certifications and training programs for the job you're applying for. Align the skills and knowledge required with the ones you have acquired.

Provide brief descriptions

Include brief descriptions or bullet points highlighting key topics or skills covered in each certification or program to convey your areas of expertise.

Showcase notable certifications

Highlight any notable or prestigious certifications that are highly valued in your field to make your resume stand out and demonstrate your commitment to excellence.

Keep it concise

Be concise and focus on the most relevant and impactful certifications.

Offer supporting documentation

If possible, provide supporting documentation such as scanned copies of certificates or links to online verification platforms to add credibility and allow employers to verify your certifications if needed.

Remember, effectively listing relevant certifications and training programs on your resume enhances your qualifications and shows your dedication to professional growth. Tailor the list to match job requirements and highlight the most pertinent certifications to impress potential employers.



CHAPTER 4

Proofreading and Editing

Reviewing your resume for grammar and spelling errors

Reviewing your resume for grammar and spelling errors is a crucial step in ensuring that your document is polished and professional. This process involves carefully examining your resume to identify and correct any mistakes related to grammar, punctuation, spelling, and sentence structure. Here's how to effectively carry out this task:

Proofreading

Carefully read through your resume multiple times, focusing on different aspects with each pass. Start by looking for spelling errors and typos.

Grammar Check

Pay attention to grammar rules, including subject-verb agreement, verb tenses, proper use of articles (a, an, the), and punctuation.

Sentence Structure

Review the structure of your sentences. Ensure they are clear, concise, and grammatically correct.

Consistency

Check for consistency in formatting, such as bullet points, headings, fonts, and spacing. Make sure you're using the same style consistently throughout the document.

Word Usage

Verify that you've used the right words and idiomatic expressions. Be wary of homophones (words that sound the same but have different meanings) and contextually inappropriate words.

Commas and Apostrophes

Double-check the correct usage of commas and apostrophes. These punctuation marks are commonly misused.

Acronyms and Abbreviations

Make sure you've spelled out acronyms and abbreviations the first time you use them, followed by the acronym/abbreviation in parentheses. After that, you can use the acronym/abbreviation alone.

Use Tools

Utilize spelling and grammar checking tools available in word processing software. However, don't solely rely on these tools; they might miss context-specific errors.

Final Review

Once you've made corrections, give your resume a final review to ensure that you've addressed all the errors you've identified.

Remember, a well-proofread and error-free resume reflects your attention to detail and professionalism. It's worth investing the time to ensure your document is as flawless as possible before submitting it to potential employers.

CHAPTER 5

ACTION VERBS

The words that you use to describe your work history, your skills and qualifications can be the differentiating factor between an impressive and a non-impressive résumé. Action verbs are words that are inherently eye-catching and can attract more of your potential recruiter's attention. Action verbs can make even the most mundane work experience and accomplishments sound valuable and important. We have compiled a list of action verbs that can help you make your resume more powerful. Substitute some of the verbs from this list for 'passive' and less powerful words.

Able	Advertised	Arranged	Billed
Accelerated	Advised	Arrested	Blazed
Accentuated	Advocated	Articulated	Blended
Accompanied	Affected	Ascertained	Blocked
Accomplished	Aided	Aspired	Boosted
Accounted for	Alerted	Assembled	Bought
Accumulated	Allocated	Assessed	Bridged
Achieved	Allotted	Assigned	Briefed
Achievement	Amended	Assist	Broadened
Acquired	Amplified	Assisted	Budgeted
Acted	Analysis	Assumed responsibility	Built
Action	Analyzed	Assured	Calculated
Activated	Answered	Attained	Campaigned
Active in	Anticipated	Attended	Canvassed
Adapted	Applied	Attracted	Capitalized
Addressed	Appointed	Audited	Captured
Adjusted	Appraised	Authored	Carried out
Administered	Approved	Automated	Cataloged
Adopted	Arbitrated	Awarded	Catalogued
Advanced	Arraigned	Balanced	Caused

Cautioned	Communicated	Convicted	Deliver
Centralized	Compared	Convinced	Delivered
Certified	Compiled	Cooperated	Demonstrated
Chaired	Completed	Coordinated	Demystified
Challenged	Composed	Corrected	Described
Championed	Computed	Correlated	Design
Changed	Conceived	Corresponded	Designated
Channeled	Conceptualized	Corroborated	Designed
Charted	Condensed	Costed	Detected
Checked	Conduct	Counseled	Determined
Cited	Conducted	Counted	Develop
Clarified	Conferred	Created	Developed
Classified	Conserved	Critiqued	Devised
Closed	Considered	Crowned	Devoted
Co-authored	Consolidated	Cultivated	Diagnosed
Co-directed	Constructed	Cured	Diagramed
Co-managed	Consult	Customized	Directed
Coached	Consulted	Cut	Discovered
Collaborated	Contacted	Dealt with	Discussed
Collected	Contained	Debated	Dispatched
Combined	Contracted	Decided	Dispensed
Commanded	Contributed	Decreased	Displayed
Commended	Controlled	Deducted	Dissected
Commented	Converted	Defined	Distinguished
Committed	Conveyed	Delegated	Distributed

Impressed	Invested	Managed	Netted
Improved	Investigated	Mapped	Observed
Improvised	Involved	Marketed	Obtained
Incorporated	Issued	Mastered	Opened
Increased	Joined	Matched	Operated
Indexed	Judged	Maximized	Optimized
Indoctrinated	Justified	Measured	Orchestrated
Influenced	Kept	Mediated	Ordered
Informed	Launched	Mentored	Organized
Initiated	Lead	Merged	Originated
Innovated	Learned	Met	Outlined
Inspected	Leased	Met with	Overhauled
Inspired	Lectured	Minimized	Oversaw
Installed	Led	Mobilized	Participated
Instigated	Liaised	Modeled	Partnered
Instituted	Licensed	Moderated	Perceived
Instructed	Linked	Modernized	Performed
Insured	Listed	Modified	Persuaded
Integrated	Lobbied	Monitored	Photographed
Interacted	Located	Motivated	Piloted
Interpreted	Logged	Moved	Pinpointed
Interviewed	Machined	Named	Pioneered
Introduced	Made	Navigated	Placed
Invented	Magnified	Negated	Planned
Inventoried	Maintained	Negotiated	Played

Plotted	Quantified	Reinforced	Saved
Predicted	Queried	Related	Scheduled
Prepared	Questioned	Remodeled	Screened
Presented	Raised	Rendered	Scrutinized
Presided	Ran	Reorganized	Searched
Prevented	Ranked	Repaired	Secured
Printed	Rated	Replaced	Selected
Prioritized	Reached	Replied	Separated
Processed	Realigned	Reported	Served
Procured	Realized	Represented	Serviced
Produced	Reasoned	Reputed	Set or set up
Programmed	Received	Researched	Settled
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Published	Refined	Revitalized	Solidified
Purchased	Registered	Revived	Solved
Pursued	Regulated	Routed	Sorted
Qualified	Rehabilitated	Safeguarded	Sought

Sparked	Supplemented	Transferred	Unraveled
Spearheaded	Supplied	Transformed	Updated
Specialized	Supported	Translated	Upgraded
Specified	Surpassed	Transmitted	Urged
Spoke	Surveyed	Transported	Used
Sponsored	Synchronized	Traveled	Utilized
Staffed	Synergized	Treated	Validated
Standardized	Systematized	Triggered	Valued
Started	Tabulated	Trimmed	Verbalized
Steered	Tackled	Tripled	Verified
Stimulated	Tailored	Triumphed	Visited
Stored	Targeted	Troubleshoot	Vitalized
Streamlined	Taught	Turned	Volunteered
Strengthened	Terminated	Tutored	Waged
Stressed	Tested	Typed	Weighed
Stretched	Tightened	Umpired	Widened
Structured	Took or took over	Uncovered	Won
Studied	Totaled	Understood	Worked
Submitted	Toured	Understudied	Wrote
Substituted	Traced	Undertook	
Succeeded	Tracked	Underwent	
Suggested	Traded	Underwrote	
Summarized	Trained	Unearthed	
Superseded	Transcended	Unified	
Supervised	Transcribed	United	

Conclusion

A well-crafted resume is your gateway to the professional world as a diploma level fresh graduate. By utilizing the strategies and guidelines outlined in this e-book, you can create a resume that showcases your skills, education, and experiences in the most effective way. Remember to tailor your resume to each job application, emphasize your strengths, and present your information in a clear and organized manner. With a compelling resume in hand, you will be well on your way to securing the job opportunities you deserve. Best of luck on your job search!

Note: This e-book is a guide and provides general advice. It is recommended to seek additional resources and tailor your resume based on specific industry requirements and job applications.



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