

Twitter Thread by [Nikki Siapno](#)



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One of the best-kept secrets.

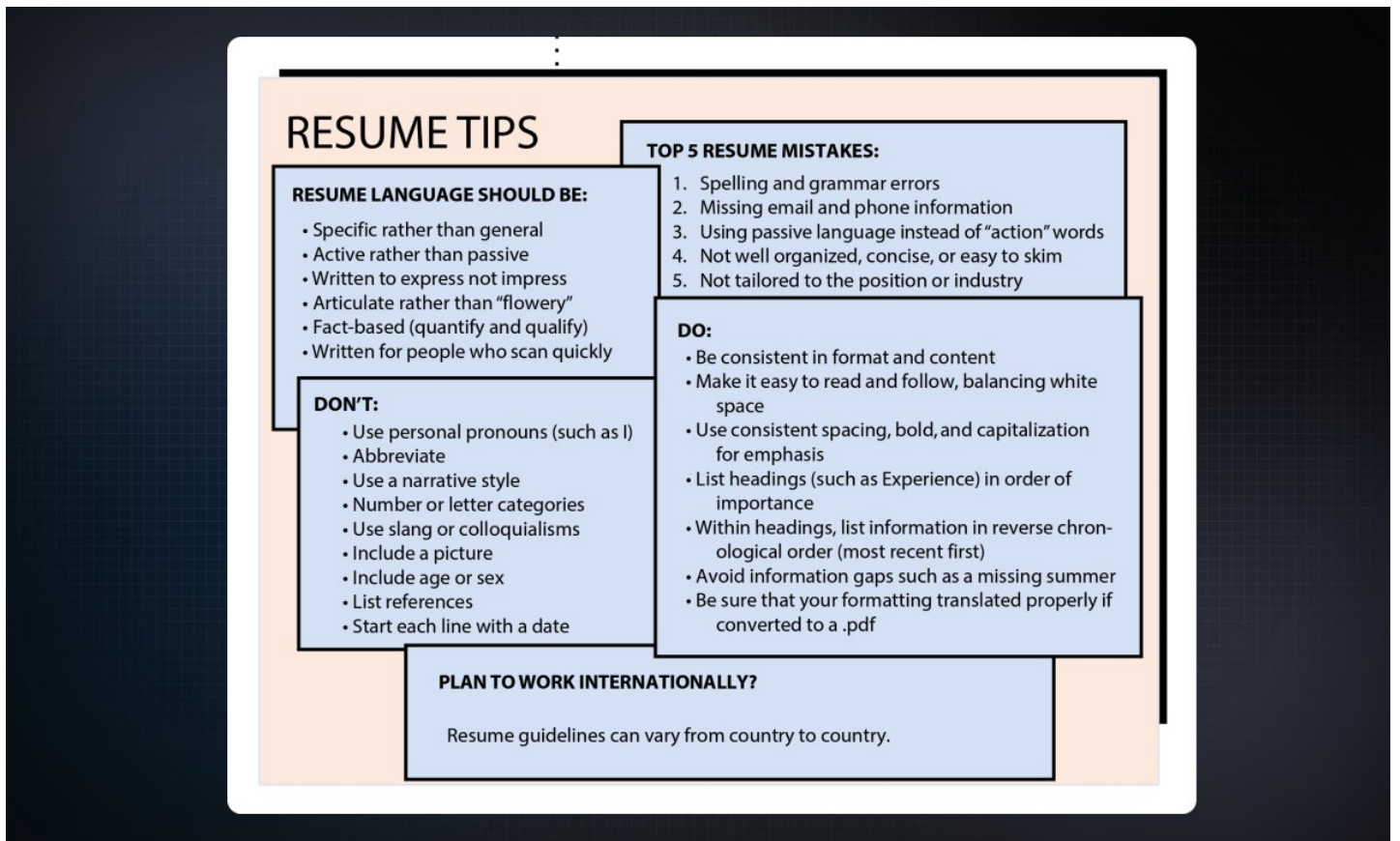
Harvard & Stanford provide FREE resume, CV, and cover letter resources (compiled list below):

1. Resume & cover letter guideline + templates (Harvard)

This document provides tips along with examples that show you how to write a resume & cover letter that will get noticed.

- Action verbs
- Resume tips
- Template examples, & more

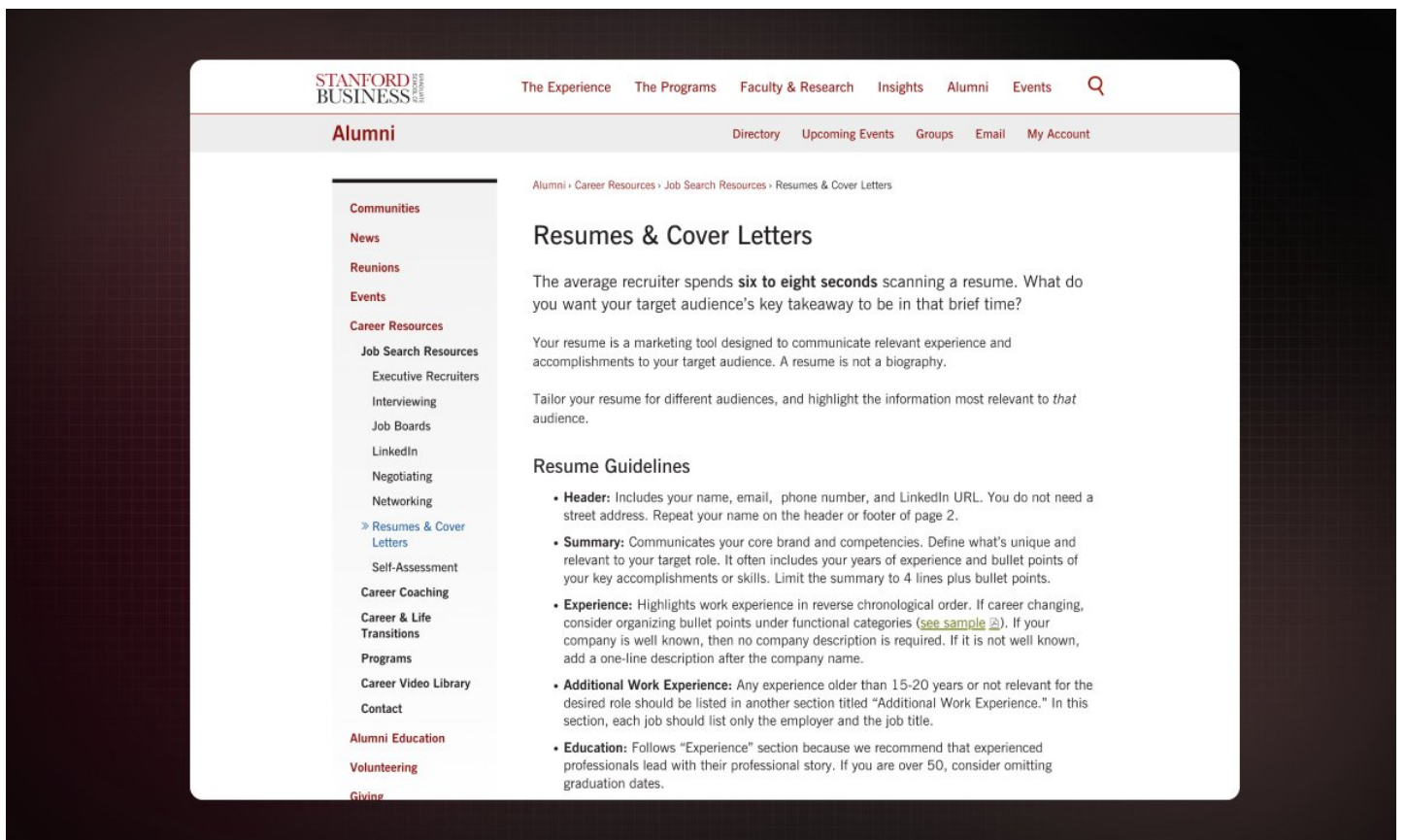
■ <https://t.co/7uCrop4ftf>



2. Resume & cover letter guideline (Stanford)

Recruiters spend just seconds scanning resumes, but this detailed guide will show you how to keep their attention.

■ <https://t.co/j93gUMaKHb>



3. Writing your first resume (Stanford)

It's hard to write an impactful resume when you don't have a lot of experience, but it's not impossible.

This resource shows you how.

■ <https://t.co/dsSPwrijpqt>

The screenshot shows a webpage from Stanford Medicine's Anesthesia Summer Institute. The page is titled "Writing your first cv or resume" and is part of an "APPLICATION GUIDE" for the "Clinical Science, Technology and Medicine Summer Internship". The page includes a navigation menu with options like "About Us", "Faculty", "Education", "Research", "Diversity", "Community", "Quality & Safety", and "Patient Care". The main content area features a quote: "No one expects a student to have a lot of work experience. Instead, share your activities and why you chose them." by Amy Price, DPhil (Oxon), Editor, The Mentor. Below the quote, there is a list of sections that high school resumes include: Interests, Jobs if you have one, Extracurricular Activities, Volunteer work, Achievements/Awards/Honors, and Projects. The page also has a "Back to The Guide" link and a "Applications Now Open" button.

4. CVs and Cover Letters (Harvard)

Grab some inspiration from this 30-page document packed with examples of great CVs and Cover Letters.

■ <https://t.co/CjZDnqUYOI>

Action Verbs for your Resume

LEADERSHIP							
Accomplished	Achieved	Administered	Analyzed	Assigned	Attained	Chaired	Consolidated
Contracted	Coordinated	Delegated	Developed	Directed	Earned	Evaluated	Executed
Handled	Headed	Impacted	Improved	Increased	Led	Mastered	Orchestrated
Organized	Oversaw	Planned	Predicted	Prioritized	Produced	Proved	Recommended
Regulated	Reorganized	Reviewed	Scheduled	Spearheaded	Strengthened	Supervised	Surpassed
COMMUNICATION							
Addressed	Arbitrated	Arranged	Authored	Collaborated	Convinced	Corresponded	Delivered
Developed	Directed	Documented	Drafted	Edited	Energized	Enlisted	Formulated
Influenced	Interpreted	Lectured	Liaised	Mediated	Moderated	Negotiated	Persuaded
Presented	Promoted	Publicized	Reconciled	Recruited	Reported	Rewrote	Spoke
Suggested	Synthesized	Translated	Verbalized	Wrote			
RESEARCH							
Clarified	Collected	Concluded	Conducted	Constructed	Critiqued	Derived	Determined
Diagnosed	Discovered	Evaluated	Examined	Extracted	Formed	Identified	Inspected
Interpreted	Interviewed	Investigated	Modeled	Organized	Resolved	Reviewed	Summarized
Surveyed	Systematized	Tested					
TECHNICAL							
Assembled	Built	Calculated	Computed	Designed	Devised	Engineered	Fabricated
Installed	Maintained	Operated	Optimized	Overhauled	Programmed	Remodeled	Repaired
Solved	Standardized	Streamlined	Upgraded				

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I simplify programming and getting into tech■

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— Nikki Siapno (@NikkiSiapno) [January 31, 2023](#)