

Leadership

administer	allocate	appoint
centralize	challenge	co-author
conduct	contract	control
coordinate	decentralize	delegate
demonstrate	direct	distribute
employ	enforce	execute
govern	guide	handle
hire	initiate	instruct
interview	localize	manage
monitor	motivate	plan
preside	regulate	represent
resolve	schedule	stage
stimulate	strategize	supervise
train	tutor	

Research

analyze	assess	calculate
chart	compile	compute
design	diagram	document
engineer	estimate	evaluate
examine	extract	find
identify	interpret	investigate
locate	pinpoint	present
produce	prove	recommend
relate	report	solve
study	test	trace

Administrative

analyze	arrange	assemble
chart	compile	compute
diagram	document	gather
handle	maintain	review
revise	schedule	

Improvement

- accelerate
- amend
- arrange
- broaden
- consolidate
- decrease
- enrich
- fortify
- incorporate
- localize
- optimize
- redesign
- replace
- restructure
- salvage
- streamline
- adapt
- amplify
- augment
- centralize
- correct
- enhance
- extend
- frame
- increase
- minimize
- overhaul
- refine
- resolve
- revamp
- save
- structure
- affect
- appraise
- balance
- clarify
- decentralize
- enlarge
- formalize
- improve
- innovate
- modify
- pinpoint
- reorganize
- restore
- revitalize
- simplify
- systematize

Attainment

- accomplish
- discover
- gain
- procure
- acquire
- earn
- incur
- attain
- fulfill
- obtain

Creation

- activate
- create
- develop
- draft
- establish
- form
- implement
- instill
- invent
- pioneer
- program
- shape
- author
- cultivate
- devise
- employ
- execute
- formulate
- inaugurate
- institute
- launch
- plan
- propose
- structure
- conceptualize
- design
- discover
- engineer
- explore
- generate
- initiate
- introduce
- originate
- produce
- replace
- utilize

Marketing

advertise
promote
recruit
sell

distribute
publicize
report
strategize

motivate
publish
represent
survey



Assistance

assist
contribute
facilitate
preside
revise
supply
tutor

co-author
demonstrate
guide
relate
serve
support

collaborate
explain
negotiate
review
stimulate
train

Other

improvise

operate

prompt

想打造一份属于自己的完美简历？想要脱颖而出，突出重围拿面试？但却有这样的困惑：



简历总是石沉大海，却不知道问题在哪？

太水/打杂的经历如何深挖才能高大上？

每个Bullet要怎么写才能显得有影响力？

什么样的简历才能入HR的眼？

自己琢磨几个小时，不如让资深大牛来帮你！

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个性化：

导师会根据你的个人经历和申请方向，让每一段经历既符合职位要求，又突出个人特色



逐行改写润色：

Native Speaker逐行语言润色，保证语言丰富地道



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