

# So you're building a resume, here's what you need to know!

- Keep it to one page
- Steer clear of highly stylized templates, they can become confusing and distracting to the reader
- Set yourself up for success by tailoring your resume to each position
- Make the most of white space! If your resume is feeling too cramped try switching to .5" margins
- Keep it simple by using black and white (don't be led astray by the pastels here)

## Your Name

Phone Number

Email

LinkedIn/Github/Portfolio/Personal Website

## Education

Bachelor of Arts | Degree - Reed College - Portland, OR

Expected Year

- Education should be listed at the top of the resume. This will change as the work experience becomes more relevant than your education.
- No need to list your high school
- Seniors should list their thesis!

## Experience

Job Title | Employer - Location

Dates of Employment

- Verb + Task + Purpose/Method/Result

- Experience should be listed in reverse chronological order
- Having a hard time thinking of bullet points? Start by making a list of things you would need to train a new hire to do
- Each bullet point should include a combination of purpose/method/result
- Use metrics! Give us the numbers!

## Skills & Certifications

- Hard Skills
- Languages
- Programming Language
- Software Experience
- Certifications

- Stick with hard skills in this section, you want to focus on objective and measurable skills
- Team Player, friendly, organized, etc. should come up in the cover letter

## Other Sections

Volunteering, Campus Involvement, Community Involvement,  
Honors/Awards, Research, Publications, Presentations,  
Conferences, Relevant Coursework

- The sky is the limit with sections (as long as you stick to one page)



# Resume Building Toolkit



## Brainstorm Experiences

The first step in building an effective resume is to pull out all of your previous experience:

WORK EXPERIENCE

VOLUNTEER EXPERIENCE

ORGANIZATIONS & CLUBS

OTHER (RESEARCH, COURSES, LEADERSHIP)



# Your Skills

Now that you've outline your experience, it's time to think about all of the skills you've learned along the way.

## Directions:

1. Pick an experience
2. List out all of the tasks. Having a hard time? Think about what you would need to train a new employee taking over your role
3. Think about what skills it takes to complete the task

Your Experience:

The Tasks:

The Skills:



# The Bullet Points

Crafting a strong bullet point will take you from a resume that talks about tasks to a resume that tells a story of who you are as a professional

**THE PERFECT BULLET POINT = VERB + TASK + PURPOSE/METHOD/RESULT**

Verb: Start with a strong a verb, a power verb if you will (Check the following page for ideas!)

Task: What did you do?

Purpose: Why did you do it?

Method: How did you do it?

Result: What happened because you did it?

Verb + Task:

Purpose:

Method:

Result:

**Bullet Point:**

Verb + Task:

Purpose:

Method:

Result:

**Bullet Point:**



# Power Verb Bank

## Planning

Administered | Developed | Formulated | Prepared | Revised | Anticipated | Devised | Identified | Prioritized  
Strategized | Commissioned | Evaluated | Observed | Researched | Studied | Determined | Forecasted  
Planned | Reserved | Tailored

## Organizing

Acquired | Cataloged | Designated | Logged | Routed | Activated | Centralized | Designed | Mapped out  
Scheduled | Adjusted | Charted | Dispatched | Neatened | Selected | Allocated | Classified | Established  
Obtained | Secured | Altered | Collected | Facilitated | Ordered | Simplified | Appointed | Committed |  
Housed | Organized | Sought | Arranged | Confirmed | Implemented | Procured | Straightened | Assembled

## Executing

Acted | Displayed | Input | Processed | Sold | Administered | Distributed | Installed | Produced | Stocked  
Carried out | Entered | Labored | Proofed | Transacted | Collected | Exercised | Merchandised | Prospected  
Completed | Forwarded | Operated | Proved | Conducted | Handled | Performed | Shipped

## Supervising

Adjusted | Correlated | Indexed | Overhauled | Screened | Analyzed | Developed | Judged | Oversaw | Set  
Apportioned | Discovered | Licensed | Policed | Scrutinized | Assessed | Established | Maintained  
Prohibited | Supervised | Certified | Examined | Measured | Refined | Supplied | Compared | Explored  
Modified | Regulated | Tightened | Controlled | Graded | Monitored | Reviewed | Traced | Corrected  
Inspected | Officiated | Revised | Updated

## Quantitative

Accounted for | Checked | Dispensed | Grossed | Projected | Tabulated | Appraised | Compiled | Dispersed  
Increased | Purchased | Totaled | Approximated | Compounded | Earned | Inventoried | Quantified |  
Audited | Computed | Enumerated | Maximized | Rated | Balanced | Conserved | Estimated | Multiplied  
Reconciled | Budgeted | Converted | Figured | Netted | Recorded | Calculated | Counted | Financed  
Profited | Reduced

## Problem Solving

Alleviated | Conceptualized | Detected | Found | Repaired | Solved | Analyzed | Created | Diagnosed  
Investigated | Revamped | Synthesized | Brainstormed | Debugged | Engineered | Recommended  
Revitalized | Theorized | Collaborated | Decided | Foresaw | Remedied | Revived | Conceived |  
Deciphered | Formulated | Remodeled | Satisfied

## Communicating

Acted | Composed | Elicited | Justified | Rendered | Summarized | Adapted | Consented | Explained  
Lectured | Reported | Supplemented | Admitted | Concluded | Extracted | Marketed | Represented  
Supported | Addressed | Convinced | Fabricated | Mediated | Revealed | Surveyed | Allowed | Consulted  
Fashioned | Moderated | Sanctioned | Synthesized | Amended | Corresponded | Greeted | Negotiated  
Settled | Systematized | Arbitrated | Critiqued | Highlighted | Perceived | Shaped | Tested | Argued  
Dedicated | Illustrated | Persuaded | Smoothed | Taught | Ascertained | Defined | Improvised  
Presented | Specified | Translated | Attested | Deliberated | Indicated | Publicized | Spoke  
Transmitted | Briefed | Demonstrated | Inferred | Queried | Sold | Verified | Clarified

