Brainstorm your Resume

Use this to begin brainstorming ideas to add to your resume.

Academic Achievements	**Extracurricular**
Leadership Roles	**Offices Held**
Clubs	**Athletics**
Community Service	**Internship**
Volunteer	**Hobbies/Interests**
Work Experience	**Special Skills/Certificates**
Awards/Special Honors	**Other**

Helpful Tips

How to Write

- Use your personal email address
- Make sure your email is appropriate! This might be a good time to create a personal email address just using your name if you don't have one already!
- List everything in reverse chronological order (the most recent first)
- Include your position, company name and date employed for
    - jobs
    - internships
    - leadership you're highlighting
    - volunteering you're highlighting
- Bullet point descriptions should be concise and clear
- Streamline bullet points (aim for a bullet point to only be 1 line)
- Use action words (see next page for examples)
- At this point in time, your resume should only be 1 page at most (don't try to fill the space if it's not)

Formatting

- Use simple and consistent design, font, sizing and spacing
- Use black or dark ink
- Format as PDF when completed

Education

- Include high school
- Include college if you've taken college courses
- Be sure most recent is listed first
- Include your actual graduation date in month-year format (example: June 2024)
- Include cumulative GPA

Experience

- Use bullet points with consistent format
- List metrics and examples
- Use data and comparisons to provide context

If you know what you're applying for, tailor your resume to that! This can include a more descriptive profile, courses you've completed, skills you have and awards you received.

Scholarship resumes typically highlight community service, volunteer, internship, and leadership

Employment resumes typically highlight skills and evidence of responsibility

Begin sentences with a positive power verb!

A key factor in writing your résumé is to use strong action verbs to make positive statements describing your accomplishments, level of responsibility, and effectiveness.

Use the past tense of the verb if you have finished the position. Use present tense if you are still in the position.

Administrative Skills

Approved
collected
generated
operated
purchased
specified
arranged
compiled
implemented
organized
recorded
systematize
catalogued
dispatched
inspected
prepared
retrieved
tabulated
classified
executed
monitored
processed
screened
validated

Communication Skills

addressed
developed
formulated
moderated
publicized
translated
arbitrated
directed
influenced
motivated
reconciled
wrote
Arranged
drafted
authored
edited
Interpreted
lectured
negotiated
persuaded
recruited
spoke
corresponded
enlisted
mediated
promoted

Creative Skills

acted
developed
founded
integrated
performed
conceptualized
directed
illustrated
introduced
planned
created
established
innovated
invented
revitalized
designed
fashioned
instituted
originated
shaped

Financial Skills

Administered
appraised
budgeted
developed
marketed
projected
allocated
audited
calculated
forecasted
planned
researched
analyzed
balanced
computed

Helping Skills

assessed
assisted
clarified
coached
counseled
demonstrated
diagnosed
educated
expedited
facilitated
familiarized
guided
referred
rehabilitated
represented

Management Skills

administered
organized
coordinated
conducted
recommended
executed
developed
supervised
planned
increased
assigned
scheduled
produced
contracted
chaired
strengthened
evaluated
delegated
analyzed
oversaw
improved
consolidated
reviewed
prioritized
directed
attained

Research Skills

clarified
collected
critiqued
diagnosed
evaluated
examined
extracted
identified
inspected
interpreted
interviewed
investigated
organized
reviewed
summarized
surveyed
systematized

Teaching Skills

adapted
evaluated
initiated
communicated encouraged
informed
stimulated
guided
set goals
coached
persuaded
clarified
enabled
advised
developed
facilitated
coordinated
explained
instructed

Technical Skills

assembled
built
calculated
computed
designed
devised
engineered
fabricated
maintained
operated
overhauled
programmed
remodeled
repaired
solved
upgraded
trained

EXAMPLE HIGH SCHOOL STUDENT RESUME

Student Name
Email Address
City, State

Profile

Motivated student who demonstrates strong work ethic and creative ability. Seeking to apply my graphic design skills and artistic drive as a summer intern at your company. Will leverage proven experience as a competent designer to contribute to company goals and needs.

Education

Example High School *Graduating June 2026*

- **GPA:** 3.6
- **Relevant Coursework:** Intro to Graphic Design, AP Studio Art, Yearbook
- **Honors:** Member of National Art Education Association
- **Clubs:** Yearbook Club, Spanish club

Example College

- **GPA:** 3.4
- **Relevant Coursework:** Introduction to Graphics, Graphic Art & Design

Employment

Example Role, **Example Newspaper** *December 2015 - Present*

- Edited photos used for school newspaper
- Custom designed page layouts to fit articles and photos lowering print cost by 25%
- Converted print materials to online publication for web browser and mobile devices

Volunteer

Example Role, **Yearbook Club** *August 2015 - Present*

- Created a school logo to incorporate school colors
- Trained and supervised two 10th grade students to complete Clubs pages

Additional Skills & Certifications

- Proficient in Photoshop and Adobe Creative Suite
- CPR certified - May 2025
- Intermediate speaking level in Spanish

Awards, Honors, and Honorary Mentions

- Nominated for 2016 Macmillan Prize for Illustration
- Earned 2nd place in the Applied Arts 2016 Student Awards for advertising