

How to Build a Resume

Adapted from Brown University's CareerLab & The Nueva School

KEY POINTS

- Employers are interested in your skills, regardless of how you utilized them.
- You do not need to focus only on paid experiences. Unpaid internships, volunteer positions, and schoolwork also provide the opportunity to highlight your experience.
- Employers decide in 15-20 seconds whether or not a resume is of interest. Front-load your resume, putting your most relevant experience in the top third of the page.

SECTIONS OF A RESUME

- Contact section – Name, Menlo email, and LinkedIn URL ([LinkedIn is optional for anyone over 16](#)).
Note: minors should not include personal contact information such as your home address or cell phone number.
- Education – As a high schooler, this is always your first section. Include Menlo as well as any other educational experiences or programs you've attended. Feel free to list relevant classes or projects.
- Experience sections – list/describe relevant experience.
- Additional skills/interests – include foreign languages, computer skills, fine/performing arts.

WHAT GOES IN THE EXPERIENCE SECTIONS?

- Within each experience section, list the name of the organization, location (mainly city/state, but if outside the U.S., include the country), your title, and the dates (in months and years) that you performed the work.
- Use action verbs to describe your duties. Rather than saying “responsibilities included organizing” you’ll want to say “organized.” See the list of action verbs.
- Use bullet points to list information. When writing bullet points, strive to include details about the challenges you addressed, actions you took, and results you achieved. Include numbers whenever possible. (e.g., increased home game attendance by 30% with targeted marketing efforts).
- Use present tense for ongoing activities and past tense for prior experiences.
- Employers expect a high school resume to have limited experience. Don't over inflate titles by listing yourself as “CEO” or “CFO” of a student club.

FORMATTING

- **Keep it to 1 page!** *Note: saving as a PDF can alter formatting - double check that it remains 1 page.*
- Use an easy to read font between 10-12 points in size (except for your name, which should be bigger).
- Format consistently. If you list your title first in one entry in a section, do it the same way for the rest of the listings in that section. Use consistent format across sections to the extent that is practicable.
- Reverse chronology for items within each section, placing your most recent experience first.

If you have additional questions, please contact internship@menloschool.org.



Resume Writing

v.072018

ACTION VERBS – DESCRIBE YOUR SKILLS!

Start off each line of your resume with an action verb. Action verbs specify what you *know* and what you *do*. Select verbs that precisely identify the relevant skills or experiences you have that match a particular employer needs.

Management <ul style="list-style-type: none"> • Administered • Analyzed • Assigned • Attained • Chaired • Consolidated • Contracted • Coordinated • Delegated • Developed • Directed • Evaluated • Executed • Improved • Increased • Organized • Oversaw • Planned • Prioritized • Produced • Recommended • Reviewed • Scheduled • Strengthened • Supervised 	Communication <ul style="list-style-type: none"> • Addressed • Arbitrated • Arranged • Authored • Collaborated • Convinced • Corresponded • Developed • Directed • Drafted • Edited • Enlisted • Formulated • Influenced • Interpreted • Lectured • Mediated • Moderated • Negotiated • Persuaded • Promoted • Wrote • Publicized • Reconciled • Recruited • Translated 	Creative <ul style="list-style-type: none"> • Acted • Conceptualized • Created • Customized • Designed • Developed • Directed • Established • Founded • Illustrated • Initiated • Instituted • Integrated • Introduced • Invented • Originated • Performed • Planned • Revitalized • Shaped 	Teaching <ul style="list-style-type: none"> • Adapted • Advised • Clarified • Coached • Communicated • Coordinated • Guided • Demystified • Developed • Enabled • Encouraged • Evaluated • Explained • Facilitated • Informed • Instructed • Persuaded • Set goals • Stimulated • Trained 	Clerical/Detail <ul style="list-style-type: none"> • Approved • Arranged • Catalogued • Classified • Collected • Compiled • Dispatched • Executed • Generated • Implemented • Inspected • Monitored • Operated • Organized • Prepared • Processed • Purchased • Recorded • Retrieved • Screened • Specified • Systemized • Tabulated • Validated
Research <ul style="list-style-type: none"> • Clarified • Collected • Critiqued • Diagnosed • Evaluated • Examined • Extracted • Identified • Inspected • Interpreted • Interviewed • Investigated • Organized • Reviewed • Summarized • Surveyed • Systematized • Trained 	Technical <ul style="list-style-type: none"> • Assembled • Built • Calculated • Computed • Designed • Devised • Engineered • Fabricated • Maintained • Operated • Overhauled • Programmed • Remodeled • Repaired • Solved • Upgraded 	Financial <ul style="list-style-type: none"> • Administered • Allocated • Analyzed • Appraised • Audited • Balanced • Budgeted • Calculated • Computed • Developed • Forecasted • Managed • Marketed • Planned • Projected • Researched 	Helping <ul style="list-style-type: none"> • Assessed • Assisted • Clarified • Coached • Counseled • Demonstrated • Diagnosed • Educated • Expedited • Facilitated • Familiarized • Guided • Motivated • Referred • Rehabilitated • Represented 	