

RESUME GUIDE

FOR NEW LOGGERS

1 PAGE.

That's how long
your resume
should be all
through college.

KEY POINTS

What is a resume?

A brief, one-page document that highlights relevant qualifications demonstrated through education, activities, and work experience



STEP 1: BRAINSTORM

What experiences demonstrate your skills, abilities, and knowledge?

Consider your...

- Part-time and/or summer jobs
- Volunteer roles
- Participation in student organizations/sports teams/music or theater productions
- Leadership roles in school clubs or in the community



STEP 2: CRAFT

Use your brainstorming to craft your story...

Think about the context of each experience.

- What type of job was it? How many people did you work with?

Describe your actions.

- What daily activities or major projects were you involved with?

Reflect on the results of your work.

- What was the outcome or benefit of your actions?

Consider the reader.

- If you're applying for a specific job, which aspects of your experiences relate to the job description?

Highlight knowledge and skills that are applicable to the job. Focus on the pieces that are important and minimize those that don't relate. Clear, concise phrases with descriptive word choices tell a more powerful story.



STEP 3: IMPROVE

Consider a few tips to take your resume to the next level.

Avoid personal pronouns (I/my) and articles (a, the).

Quantify achievements when possible.

Passive language to avoid:

- Responsible for
- Assisted with
- Helped with
- Duties included

EXAMPLE #1:

Lifeguard, Community Pool

POOR

- I was responsible for watching swimmers

BETTER

- Monitored an average of 25 swimmers at any given time during peak season

Consider...

How did you monitor? What was the purpose?
What was the impact?/outcome?

THE BEST

- Ensured safety of up to 60 swimmers by enforcing policies while consistently scanning pool for potential safety hazards and signs of distress

EXAMPLE #2:

ASB President, Hometown High School

POOR

- Duties included running meetings

BETTER

- Facilitated executive board meetings for 10 members

Consider...

What was the purpose of the meetings?
What was the impact?/outcome?

THE BEST

- Planned and facilitated weekly executive board meetings for 10 members including leadership and team development activities, member updates, and event preparation

the
NUTS & BOLTS
ANATOMY OF A RESUME

HEADING

- Name & Number
- Professional Email
- Home Address
(Optional)

EDUCATION

List school with city and state, plus the year of expected graduation.

You can include college-in-high school, study abroad, or academic honors.

FORMATTING

Use **bolding** to draw attention to the most important information.

Make sure bullets and spacing are consistent across the document.

DATES

Keep past and present tense consistent with dates of activities.

SKILLS

Stick to hard skills here, like software, languages, and lab equipment.

Sarah Student

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(503) 555-5555

Education

Benjamin Franklin High School, Portland, OR
High School Diploma, June 2020

- Graduated in top 10% of class
- Member of National Honor Society

Senior Project

Southeast Portland Urban Garden, Portland, OR (2019-20 School Year)

- Constructed neighborhood urban garden that was utilized by local community
- Created instructional displays to help people learn how to grow native plants
- Hosted 3 instructional lessons for 4-8 neighbors

Leadership and Community Involvement

Local Impact, Member, Benjamin Franklin High School (2018-19, 2019-20 School Years)

- Collaborated with group of 20 students to foster an inclusive environment in the school and local community including advocating for gender neutral locker room spaces
- Attended monthly discussions on social justice topics
- Participated in community service projects with a team to build houses for Habitat for Humanity and to collect food for local food bank

Ski Club, Treasurer (2019-20 School Year)

- Managed collection and deposit of dues from 35 club members into club bank account
- Arranged and paid for charter buses for 2 winter ski trips to Mt. Hood Meadows

Employment

Safeway, Cashier, Portland, OR (May 2020-Present)

- Provide positive customer service in a high-volume retail environment by greeting customers and assisting in locating products of interest
- Manage cash and credit card transactions with efficiency and accuracy

Evans Pool, Lifeguard/Swim Instructor, Portland, OR (Summers 2018-2019)

- Created a safe environment during busy public and family swim times at the pool
- Developed age- and skill-appropriate swim lessons for groups of children ages 3-17
- Completed WSI training and Lifeguard certification

Activities

Varsity track and field, Benjamin Franklin High School (2017-20 School Years)

Ski Club, Benjamin Franklin High School (2017-20 School Years)

Skills

Microsoft Office Suite, Photoshop, WonderShare Video Editor

Notes on page layout:

Margins: Keep margins between 0.7" and 1" consistent on all sides.

Fonts: Choose font sizes between 10 and 12; use easy-to-read options.

Spacing: Single-spaced is best in most cases; bullets make it easy to read.

The information included in this sample resume is completely fictional and does not depict any actual person or experience. The use of Benjamin Franklin High School is simply happenstance. We utilize school names and list of affiliated clubs for educational purposes only.