**To add your own information, go to File > Make a copy or File > Download > [Choose file type].**

Resume Worksheet

**Instructions:** The info on this Resume Worksheet will also apply to your LinkedIn profile. Fill it out as much as possible now and continue to add to it as you move through your program. Doing this now will make creating or updating your application materials easier later.

# 

# NAME AND CONTACT INFORMATION

Fill in the basic information that will go at the top of your resume.

| Name: |
| --- |
| Pronouns (optional): |
| Email address: |
| Phone number: |
| Location: |
| LinkedIn profile URL: |
| Portfolio/GitHub URL: |

# RESUME HEADLINE (OPTIONAL)

A resume headline isn’t required but can help grab the reader’s attention and convince them to keep reading. It should be keyword-rich and highlight transferable skills. It’s easiest to write when you know what kind of role you’re looking for, but you can start brainstorming even if you aren’t sure. Note that what you jot down here won’t be your finished resume headline, just some thoughts to get you started. Learn more about this section [here](https://www.themuse.com/advice/what-is-resume-headline-examples).

# Job titles that describe you:

Think of titles you’ve had and titles you’d want.

|  |  |  |
| --- | --- | --- |
|  |  |  |

# 

# Phrases that describe key experiences or achievements:

Write down those most relevant to the position you’re interested in. If you’re unsure what that is, write down the things and projects you’re most proud of for now.

|  |
| --- |
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# RESUME SUMMARY (RECOMMENDED)

A summary can help tell a coherent story about who you are and what you bring to the table. It’s usually a short paragraph at the top of your resume; you can pair it with a resume headline or let it stand alone. If you know what kinds of roles you aim for, jot down your thoughts with those in mind. Shape your initial thoughts into a tight statement. Doing this will also set you up nicely to build your elevator pitch!

# Adjectives that describe you:

|  |  |  |
| --- | --- | --- |
|  |  |  |

# 

# What are your strengths? What have you done or what can you do that makes you stand out?

|  |
| --- |
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# WORK OR PROFESSIONAL EXPERIENCE

List all your jobs, starting with the most recent and working backward (you can copy and paste to add as many as you need). If you already know what roles you’re targeting, keep those in mind when writing down your responsibilities, achievements, and skills: Which are most applicable and transferable to your target positions? Learn more about writing strong bullet points and see some examples [here](https://www.springboard.com/archeio/download/1985eab08b0d438db3e41af858274f80/). Don’t forget to use action verbs like [these](#_xtlkokvz5lkg).

# Current or most recent position:

| Job title: |
| --- |
| Organization: |
| Dates held: |
| Location of organization: |
| What were your responsibilities in this role? |
| What did you achieve in this role? How did your work help your team or company? What are you most proud of? |
| What skills did you use in this role (technical skills, soft skills, etc.)? |

# Previous position #1:

| Job title: |
| --- |
| Organization: |
| Dates held: |
| Location of organization: |
| What were your responsibilities in this role? |
| What did you achieve in this role? How did your work help your team or company? What are you most proud of? |
| What skills did you use in this role (technical skills, soft skills, etc.)? |

# Previous position #2:

| Job title: |
| --- |
| Organization: |
| Dates held: |
| Location of organization: |
| What were your responsibilities in this role? |
| What did you achieve in this role? How did your work help your team or company? What are you most proud of? |
| What skills did you use in this role (technical skills, soft skills, etc.)? |

# Previous position #3:

| Job title: |
| --- |
| Organization: |
| Dates held: |
| Location of organization: |
| What were your responsibilities in this role? |
| What did you achieve in this role? How did your work help your team or company? What are you most proud of? |
| What skills did you use in this role (technical skills, soft skills, etc.)? |

# Previous position #4:

| Job title: |
| --- |
| Organization: |
| Dates held: |
| Location of organization: |
| What were your responsibilities in this role? |
| What did you achieve in this role? How did your work help your team or company? What are you most proud of? |
| What skills did you use in this role (technical skills, soft skills, etc.)? |

# SPRINGBOARD and OTHER RELEVANT PROJECTS

If you don’t have a lot of relevant experience, you will want to provide details about any relevant projects, keeping keywords in mind for your field. Hackathons count too! Copy and paste to add as many as you need.

# Project #1:

| Project title: |
| --- |
| Organization: |
| Dates of the project: |
| What were the goals of this project? |
| What did you achieve in this project? What are you most proud of? What skills did you demonstrate? |
| What skills/tools/software did you use in this role (technical skills, soft skills, etc.)? |

# 

# Project #2:

| Project title: |
| --- |
| Organization: |
| Dates of the project: |
| What were the goals of this project? |
| What did you achieve in this project? What are you most proud of? What skills did you demonstrate? |
| What skills/tools/software did you use in this role (technical skills, soft skills, etc.)? |

# 

# Project #3:

| Project title: |
| --- |
| Organization: |
| Dates of the project: |
| What were the goals of this project? |
| What did you achieve in this project? What are you most proud of? What skills did you demonstrate? |
| What skills/tools/software did you use in this role (technical skills, soft skills, etc.)? |

# EDUCATION

Write down schools and programs you’ve attended, including study abroad and Springboard, starting with the most recent and working backward (you can copy and paste to add as many as you need).

# Current or most recent education:

| Degree/Certification: [Name of Springboard Program] Certificate |
| --- |
| Year received or expected: |
| School/Program: Springboard |
| Location of school: Online |
| Specializations (if applicable): |
| Major achievements or projects: See projects section above |

# Previous education:

| Degree/Certification: |
| --- |
| Year received or expected: |
| School/Program: |
| Location of school: |
| Majors, minors, and concentrations: |
| GPA: |
| Relevant coursework: |
| Honors or awards: |
| Major achievements or projects: |

# SKILLS

Technical skills should always be highlighted in the work experience and projects section of your resume. However, you can also create a skills section highlighting technical and language skills. If you already know what roles you’re targeting, look at job descriptions to see what skills recruiters and hiring managers might expect on your resume. Learn more about this section and see examples [here](https://www.themuse.com/advice/every-basic-question-you-have-about-your-resume-skills-section-answered).

**Technical skills:**

List any technical skills you have. Think about tools, programs, and software you’ve used. It can help to jot down a few notes about where and how you used each skill.

|  |
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# Languages:

List any languages you speak, read, or write, and indicate your level (fluent, proficient, basic, etc.). Do not put “English” as this is a given in the U.S. and Canada.

|  |
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# PROFESSIONAL CERTIFICATIONS (OPTIONAL)

In some fields, professional certifications are common and expected. If you have any certifications, write them down here, starting with the most recent and working backward (you can copy and paste to add as many as you need).

# Most recent certification:

| Name of certification: |
| --- |
| Date received: |

# Previous certification:

| Name of certification: |
| --- |
| Date received: |

# RELEVANT VOLUNTEER EXPERIENCE (OPTIONAL)

If you’ve done any volunteer work at all, write it down here, starting with the most recent and working backward (you can copy and paste to add as many as you need). Unpaid experience can be just as valuable as paid experience, so think about it just as you did your past jobs above.

# Most recent volunteer experience:

| Your title (could be “volunteer” or more specific): |
| --- |
| Organization: |
| Dates: |
| Location of organization: |
| What did you do as a volunteer? |
| Are there any specific results you know came out of your work? |

# Other/previous volunteer experience:

| Your title (could be “volunteer” or more specific): |
| --- |
| Organization: |
| Dates: |
| Location of organization: |
| What did you do as a volunteer? |
| Are there any specific results you know came out of your work? |

# PROFESSIONAL AFFILIATIONS (OPTIONAL)

If you’re a member of any professional groups or organizations, list them here, starting with the most recent and working backward (you can copy and paste to add as many as you need). If you know what kinds of roles or industries you’re targeting, make sure you list relevant affiliations.

# Most recent affiliation:

| Organization: |
| --- |
| Dates: |
| Position(s) held: |
| Duties and accomplishments: |

# Other/previous affiliation:

| Organization: |
| --- |
| Dates: |
| Position(s) held: |
| Duties and accomplishments: |

# ACTIVITIES (OPTIONAL)

Are there other extracurriculars or informal activities you’ve participated in that are important to you? Write them down here, starting with the most recent and working backward (you can copy and paste to add as many as you need). If you already know what kinds of roles you’re targeting, keep those in mind here and focus in particular on relevant activities.

# Most recent activity:

| Activity or organization: |
| --- |
| Dates: |
| Position(s) held: |
| Duties and accomplishments: |

# Other/previous activity:

| Activity or organization: |
| --- |
| Dates: |
| Position(s) held: |
| Duties and accomplishments: |

# RESUME & LINKEDIN ACTION VERBS

**You Led a Project**

If you were in charge of a project or initiative from start to finish, skip “led” and instead try:

Chaired

Controlled

Coordinated

Executed

Headed

Operated

Orchestrated

Organized

Oversaw

Planned

Produced

Programmed

**You Envisioned and Brought to Life a Project**

And if you actually developed, created, or introduced that project into your company? Try:

Administered

Built

Charted

Created

Designed

Developed

Devised

Founded

Engineered

Established

Formalized

Formed

Formulated

Implemented

Incorporated

Initiated

Instituted

Introduced

Launched

Pioneered

Spearheaded

**You Saved the Company Time or Money**

Hiring managers love candidates who’ve helped a team operate more efficiently or cost-effectively. To show how much you saved, try:

Conserved

Consolidated

Decreased

Deducted

Diagnosed

Lessened

Reconciled

Reduced

Yielded

**You Increased Efficiency, Sales, Revenue, or Customer Satisfaction**

If you can show that your work boosted the company’s numbers somehow, you’re bound to impress. In these cases, consider:

Accelerated

Achieved

Advanced

Amplified

Boosted

Capitalized

Delivered

Enhanced

Expanded

Expedited

Furthered

Gained

Generated

Improved

Lifted

Maximized

Outpaced

Stimulated

Sustained

**You Changed or Improved Something**

So, you brought your department’s invoicing system out of the Stone Age and onto the interwebs? Talk about the amazing changes you made at your office with these words:

Centralized

Clarified

Converted

Customized

Influenced

Integrated

Merged

Modified

Overhauled

Redesigned

Refined

Refocused

Rehabilitated

Remodeled

Reorganized

Replaced

Restructured

Revamped

80. Revitalized

81. Simplified

82. Standardized

83. Streamlined

84. Strengthened

85. Updated

86. Upgraded

87. Transformed

**You Managed a Team**

Instead of reciting your management duties, like “Led a team…” or “Managed employees…” show what an inspirational leader you were, with terms like:

Aligned

Cultivated

Directed

Enabled

Facilitated

Fostered

Guided

Hired

Inspired

Mentored

Mobilized

Motivated

Recruited

Regulated

Shaped

Supervised

Taught

Trained

Unified

United

**You Brought in Partners, Funding, or Resources**

Were you “responsible for” a great new partner, sponsor, or source of funding? Try:

Acquired

Forged

Navigated

Negotiated

Partnered

Secured

**You Supported Customers**

Because manning the phones or answering questions really means you’re advising customers and meeting their needs, use:

Advised

Advocated

Arbitrated

Coached

Consulted

Educated

Fielded

Informed

Resolved

**You Were a Research Machine**

Did your job include research, analysis, or fact-finding? Mix up your verbiage with these words:

123. Analyzed

124. Assembled

125. Assessed

126. Audited

127. Calculated

128. Discovered

129. Evaluated

130. Examined

131. Explored

Forecasted

Identified

Interpreted

Investigated

Mapped

Measured

Qualified

Quantified

Surveyed

Tested

Tracked

**You Wrote or Communicated**

Was writing, speaking, lobbying, or otherwise communicating part of your gig? You can explain just how compelling you were with words like:

Authored

Briefed

Campaigned

Co-authored

Composed

Conveyed

Convinced

Corresponded

Counseled

Critiqued

Defined

Documented

Edited

Illustrated

Lobbied

Persuaded

Promoted

Publicized

Reviewed

**You Oversaw or Regulated**

Whether you enforced protocol or managed your department’s requests, describe what you really did, better, with these words:

Authorized

Blocked

Delegated

Dispatched

Enforced

Ensured

Inspected

Itemized

Monitored

Screened

Scrutinized

Verified

**You Achieved Something**

Did you hit your goals? Win a coveted department award? Don’t forget to include that on your resume, with words like:

Attained

Awarded

Completed

Demonstrated

Earned

Exceeded

Outperformed

Reached

Showcased

Succeeded

Surpassed

Targeted

**Software Engineering Action Verbs**

Scoped

Troubleshooted

Strengthened

Segmented

Diagnosed

Installed

Implemented

Planned

Re-engineered, Visualized

Assembled

Restructured

Tested

Developed

Tested

Automated

Architected

Re-architected

Engineered

Coded

Validated

Designed

Steered