

#FindSparkFest

Step It Up: Resume

Quick & Easy:

- Make it one page. Seriously.
- Add your website link and custom LinkedIn URL to contact section
- If you have “social media” as a skill, break it down into the individual platforms
- Make sure at least one bullet per experience is results and number oriented
- Be sure your formatting is 1,000% consistent (indents, spacing, how your dates are listed, etc)
- Swap your resume to at least 3 peers to mark up and get feedback

Bullet points take up most of the space on your resume, so you need to make them count. If you’ve used words like “assisted,” “made,” “worked,” “helped,” or “completed,” it’s time to change things up.

Impress employers with action-filled verbs that will add value to your resume so you can show exactly what you can accomplish. Anyone can “assist” - but *how* did you assist? Using specific results and numbers will show what you can bring to the table.

We’ve collected our favorite action verbs to give you some inspiration:

Accomplished	Created	Engineered	Improvised	Raised
Achieved	Delivered	Ensured	Increased	Redesigned
Adapted	Demonstrated	Established	Integrated	Revitalized
Arranged	Determined	Expanded	Initiated	Started
Built	Designed	Executed	Introduced	Streamlined
Captured	Developed	Founded	Launched	Strengthened
Conducted	Directed	Generated	Led	Structured
Constructed	Drove	Guided	Managed	Supervised
Converted	Earned	Identified	Motivated	Uncovered
Coordinated	Edited	Implemented	Negotiated	Utilized
Crafted	Enforced	Improved	Produced	Widened

Once you’ve picked out the best action verbs for your resume, it’s time to integrate them.

Here are some great bullet point examples:

- Led staff of 50 students composed of reporters, camera operators and editors while responsible for approval of final videos
- Managed communications with 1,000+ internship applicants, 20+ startups, and 10+ sponsors
- Edited and scheduled dozens of blog posts a month submitted by 30+ contributors for site that receives over 150,000 monthly pageviews
- Designed all collateral, including name badges, digital displays, programs, and signage, for conference attended by 100+ advertising professionals
- Launched Twitter and Instagram profiles and increased followers by 20%+ each month

Write your most impressive resume bullet here:

#FindSparkFest Opportunity Mixer | Fri., Mar. 13th, 6-9pm | Meet The New York Times, BuzzFeed, Livestream, Skilledup, & more
findspark.com/festoppmixer

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