Create a Resume

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In this article, you'll find tips on how to format your resume and what content to include. In addition, you'll find bullet point examples and an action verb list.

Formatting Tips

- Try your best to keep it to one page by highlighting your most recent and relevant work experience. If you have additional experiences you want to share, add them to your LinkedIn profile.
- List your experiences in reverse chronological order by putting your most recent experiences at the top and previous experiences towards the bottom.
- Make sure your titles and dates are aligned so it's quick and easy to follow.
- Make sure you have no grammatical errors.

Content Tips

- Use an action verb at the start of each bullet point to catch the reader's eyes.
- Make sure your action verb is in the correct tense. If this is your current role, verbs should be present tense ("support"). If you're describing a previous role, verbs should be past tense ("supported").
- Try not to repeat an action verb. When you're applying for a new job, try to tailor your resume to the job description by mirroring the action verbs they use to describe the role and responsibilities.
- Provide the who/what/when/where/why/how for each bullet point.
- When possible, list results. Give the reader a clear picture of what you accomplished by providing numbers (#, $, %). Instead of writing "assisted customers" you might write "assisted 100 customers per week." Instead of writing "increased sales" you might write "increased sales by $30K from the previous year."

Bullet Point Examples

- **Example #1**: *Planned 10 events for the 8th grade class throughout the school year by collaborating with faculty, students, families, and outside organizations, resulting in enhanced educational experiences for 45 students*
  - Who: 8th grade class of 45 students
  - What: Planned 10 events
  - When/Where: During school year
  - Why/Result: Enhanced educational experience
  - How: Collaborating with faculty, students, families, and outside organizations
- **Example #2**: *Planned and executed new hire training programs, including checklists, training guides, and team projects, resulting in fewer team resources needed during the onboarding process and increased support for 10 new hires*
  - Who: 10 new hires
  - What: Planned and executed new hire training programs
  - When/Where:
  - Why/Result: Fewer team resources needed and increased support
  - How: Developed checklists, training guides, and team projects

Action Verb List

Communication Skills	Creative Skills	Financial Skills	Helping Skills	Management Skills	Organization Skills	Research Skills	Technical Skills

Addressed	Acted	Administered	Assessed	Administered	Approved	Clarified	Assembled
Arbitrated	Conceptualized	Allocated	Assisted	Analyzed	Arranged	Collected	Built
Arranged	Created	Analyzed	Clarified	Assigned	Classified	Critiqued	Calculated
Authored	Customized	Appraised	Coached	Chaired	Collected	Diagnosed	Computed
Collaborated	Designed	Audited	Counseled	Consolidated	Compiled	Evaluated	Designed
Convinced	Developed	Balanced	Demonstrated	Contracted	Executed	Examined	Devised
Corresponded	Directed	Budgeted	Diagnosed	Coordinated	Generated	Extracted	Engineered
Developed	Established	Calculated	Educated	Delegated	Implemented	Identified	Maintained
Directed	Fashioned	Computed	Expedited	Developed	Inspected	Inspected	Operated
Drafted	Founded	Forecasted	Facilitated	Directed	Monitored	Interpreted	Overhauled
Edited	Illustrated	Managed	Familiarized	Evaluated	Operated	Interviewed	Programmed
Enlisted	Initiated	Marketed	Guided	Improved	Organized	Investigated	Remodeled
Formulated	Instituted	Planned	Motivated	Increased	Prepared	Organized	Repaired
Influenced	Integrated	Projected	Referred	Organized	Processed	Reviewed	Upgraded
Interpreted	Introduced	Researched	Rehabilitated	Oversaw	Purchased	Summarized	
Lectured	Originated		Represented	Planned	Recorded	Surveyed	
Mediated	Performed			Prioritized	Screened		
Moderated	Planned			Produced	Specified		
Negotiated	Revitalized			Recommended	Tabulated		
Persuaded	Shaped			Reviewed	Validated		
Promoted				Scheduled			
Publicized				Strengthened			
Reconciled				Supervised			
Recruited							
Translated							

Here are some additional action verb lists:

- 200+ Action Verbs to Make Your Resume Stand Out (Indeed, 2026)
- 185+ Action Verbs to Make Your Resume Stand Out in 2025 (The Muse, 2025)

Sample Resumes

Check out Indeed's user-friendly resume sample bank that is organized by industry and job title. Once you click on a specific job title, you'll see 1-2 resume samples along with a list of common skills and certifications. This resource is perfect for visual learners and people who aren't sure how to customize their resume to fit a new/different job description.