



Oregon State University  
Cascades

# RESUME

Your resume is **your personal advertisement that outlines your unique experiences, skills, and accomplishments.** It is often your first impression with an employer so it is essential that your resume be **tailored to each position, well organized, easy to scan, and error free.**



## WHERE DO I BEGIN?

Start by reflecting on your past experiences. What have you accomplished in your work, education and personal life that might be important for employers to know?

This could include, but not be limited to:

- academic courses and projects
- study abroad
- full-time or part-time jobs
- internships
- volunteer experience
- campus activities and leadership
- skills and certifications

Be sure to give yourself the credit that you deserve for what you have accomplished so far.

## TABLE OF CONTENTS

---

Style & Format • Pg. 2

---

Typical Sections • Pg. 3

---

Power Statements • Pg. 4

---

Action Words • Pg. 5

---

Tailoring Applications • Pg. 6

---

Frequently Asked Questions •  
Pg. 7

---

Resume Reviews • Pg. 8

---

# STYLE

The style you choose depends on your experience and the type of position you are applying for:

**Chronological** - This is the most common format for jobs and internships that lists your experiences in REVERSE chronological order (most recent backwards) within 1 or 2 pages.

\*\*\*This guide will focus on chronological style.

**Functional** - This format works well for a person who does not have much experience, has gaps in employment, or who is going through a career transition. A functional resume focuses on skills, rather than work history, typically on 1 page.

**Federal/State Government** - Government resumes are typically 3 to 5 pages long and include record of every required skill or experience listed in the job description. Visit USAJobs.gov for more information.

**Curriculum Vitae** - CVs are requested most often in scientific, research and academic fields and include a thorough (2+ page) record of academic work including publications and presentations.



# FORMAT

Here are some basic guidelines to follow:

- One to two pages (depending on field)
- Margins .5" to 1" and equal on all sides
- Single-spaced
- Simple font (Ariel, Calibri, Helvetica, etc.)
- Appropriate font size; body 10-12, headers 12-16, name 14-24
- Consistent formatting throughout when using **bold**, *italics*, color and underline
- Good use of white space

When you are building your first resume, try to **avoid using a template**. Although templates may make the process easier to start, they are difficult to tailor and change later on which will only cause you frustration. Create your own style using a Word or Google document.

## Benny Cascades

Bend, OR, cascadesb@oregonstate.edu, 541-322-3157

### Education

Oregon State University-Cascades, Bend, OR, Graduated: June 2021  
o Bachelor of Science in *Human Development and Family Science*, focus in *Human Services*, GPA: 3.40

Central Oregon Community College, Bend, OR, Graduated: June 2019  
o Associate of Arts Oregon Transfer, GPA: 3.65

### Related Courses

Infant and Child Development, Adolescent Development, Families in Poverty, Family Studies, Interpersonal Communication, THRIVE, Public Health, Grant Writing

### Child Development Experience

Child Protective Services Intern, *Department of Human Services: Child Welfare*, Bend, OR, April-June 2020  
o Gauged, assessed and evaluated individuals, families, groups, organizations and communities  
o Gained knowledge about CPS Protective Service Assessments from start to finish  
o Interviewed clients to gather background and extent from parents, children and involved parties for assessment  
o Observed client interviews and wrote six domains of client assessment  
o Processed and filed confidential paperwork and requested records from community agencies

Intern/Volunteer, *After School Buddies*, Bend, OR, October 2018-March 2020

o Interacted with at-risk girls in elementary school to develop positive self-esteem and teach life skills  
o Organized and supervised games and recreational activities to promote physical, mental, or social development  
o Taught socially acceptable behavior, employing behavior modification or positive reinforcement techniques

Youth Activities Assistant, *Athletic Club of Bend*, Bend, OR, October 2018-December 2019

o Worked with diverse populations of children ages 6 months to 15 years old  
o Engaged children in interactive activities that included storytelling, organized arts & crafts, singing, and games  
o Assisted in planning program and activity curriculum, and prepare program schedules

Therapeutic Recreation Leader, *Bend Park and Recreation District*, Bend, OR, June 2019-September 2019

o Provided safe and rewarding recreation opportunities for children with disabilities aged 6 to 14 to integrate with daily camp activities such as swimming, rock climbing, arts and crafts, biking, bowling  
o Experienced reporting incidences of child abuse or neglect observed or reported by a child  
o Communicated effectively with parents, guardians and supervisors regarding behavior issues and answer questions and concerns about special needs

### Related Skills

Technical: OR-Kids, OJIN, Microsoft Office (Word, Excel, PowerPoint)  
Language: Basic American Sign Language (ASL)

### Additional Trainings and Certifications

Trauma-Informed Practice, Bend, OR, October 2019  
Positive Behavioral Intervention and Support (PBIS) Conference, Bend, OR, April 2019  
Oregon Food Handler's Card, State of Oregon, Expires: December 2022

### Other Work Experience

Server, *Olive Garden*, Bend, OR, January 2019-Current  
Server, *Hilton Garden Inn*, Bend, OR, July 2019-May 2020  
Receptionist, *Allergy and Asthma Care Center*, Bend, OR, July 2017-April 2019  
Receptionist, *East Cascades Women's Group*, Bend, OR, August 2016-April 2017  
Housekeeper, *Oxford Hotel*, Bend, OR, April 2015-November 2017

# TYPICAL SECTIONS

## CONTACT INFO

Name, email and phone # (address optional). May also include LinkedIn or portfolio URL.

## BENNY CASCADES

cascadesb@oregonstate.edu, 541-322-3157  
www.linkedin.com/in/bennycascades

## EDUCATION

Name, location and graduation date for institutions where you are currently enrolled and where you have received degrees from in the past. You will also include the type of degree (BA, BS, AA, AS, etc.), major(s), minor(s), and concentrations in addition to any academic honors and awards, study abroad information, and your GPA if requested or if above 3.0. It is not advisable to include high school unless you are a first-year or sophomore student.

### EDUCATION:

**Oregon State University - Cascades**, Bend, OR  
Bachelor of Science in **Kinesiology**  
Minor in **Psychology** GPA: 3.2/4.0  
Anticipated Graduation: June 2022

**University of Sydney**, Sydney, Australia  
Completed 16 credits in Exercise & Sport Science  
September - December 2017

### HONORS & AWARDS:

Dean's List, September 2018 - June 2020  
Cascades Scholarship, September 2018 - June 2019

## WORK EXPERIENCE

This section will include job title, name of company/organization, location and dates of any paid employment. Remember to put experiences in reverse chronological order.

Underneath each experience you can highlight transferable skills and/or skills directly related to the position you are applying for. Learn about power statements on the next page.

### WORK EXPERIENCE:

**Cascades Catering Company, Catering Associate**  
Bend, OR, June 2019 - Present

- Work 20-35 hours a week to finance education
- Collaborate with team members to execute 5 to 12 events weekly maintaining 100% client satisfaction rating
- Enhance leadership skills through training and supervision of 13 employees
- Manage conflicts with clients and customers
- Adhere to policies and ensure timely completion of tasks

### DSW, Sales Associate

Eugene, OR, June - September 2018

- Demonstrated excellent customer service by meeting or exceeding weekly sales goals
- Managed the cash register to complete monetary transactions

## VOLUNTEER & ACTIVITIES

The format and information in this section will mimic your work experience section with all of the necessary information and relevant power statements.

### VOLUNTEER & ACTIVITIES:

**Pre-Health Sciences Club, Member**

OSU-Cascades, Bend, OR, September 2018 - Present

- Participate in events to stay up to date on current topics in healthcare and expand network

### Family Kitchen, Volunteer

Bend, OR, April - June 2019

- Worked with group to prepare over 200 meals weekly

## SKILLS & CERTIFICATIONS

The most common skills to highlight are computer skills and language proficiency. To label language proficiency, you can use Basic, Conversational, Proficient, or Fluent.

For any relevant certifications, include the organization that coordinated the training and the expiration date.

### SKILLS:

**Computer:** RStudio, SPSS, Excel, Word, PowerPoint

**Language:** Conversational Spanish

### CERTIFICATIONS:

**CPR/First Aid**, American Red Cross, Expires: June 2021

**Food Handlers Card**, State of Oregon, Expires: June 2022



# POWER STATEMENTS

Including power statements underneath your experiences can **give your resume a huge lift** in the application process. Power statements focus on outcomes and achievements, rather than responsibilities, in order to display your true potential.

## ACTION WORD

+

## TASK

+

## RESULT

=

## POWER STATEMENT

### ACTION WORD

Begin each statement with a relevant action word. Make sure that the action word is in the correct tense (past or present) and in the first person (no -ing).

### TASK

Briefly describe the transferable or related tasks, responsibilities or problems you experienced. Refer to the position description of the job you are applying for to find key words to use.

### RESULT

Your results illustrate how your efforts can translate to the organization that you are applying to. Try to quantify accomplishments where possible.



## EXAMPLE

### Sunriver Adventure Camp

**Camp Counselor**, Sunriver, OR, June - August 2020

#### ACTION WORDS:

- Supervised
- Collaborated
- Communicated
- Planned
- Coordinated
- Managed
- Organized

#### TASKS:

- Watched kids
- Responded to conflicts
- Talked to parents
- Planned events
- Worked with team members
- Cleaned facilities

#### RESULTS:

- Watched over 30 kids at a time
- Kids were happy and safe
- Every kid was able to participate
- Parents felt well informed

#### POWER STATEMENTS:

- Supervised up to 30 kids ages 6 to 10 during all day summer camp
- Collaborated with team to plan and execute 6 activities per day that were adapted to be inclusive and engaging for everyone
- Communicated with parents to inform of schedule and child behavior
- Managed conflicts and emergencies to ensure safety





# ACTION WORDS



## COMMUNICATION

addressed  
arbitrated  
arranged  
authored  
communicated  
corresponded  
directed  
drafted  
edited  
explained  
expressed  
influenced  
interacted  
interpreted  
lectured  
mediated  
moderated  
negotiated  
persuaded  
presented  
promoted  
publicized  
spoke  
translated  
wrote

## CREATIVITY

brainstormed  
conceptualized  
composed  
created  
designed  
developed  
drafted  
envisioned  
fashioned  
founded  
illustrated  
improvised  
innovated  
introduced  
invented  
originated  
performed  
revitalized  
shaped  
visualized

## FINANCIAL

acquired  
adjusted  
administered  
analyzed  
allocated  
apportioned  
appraised  
approximated  
assessed  
audited  
balanced  
budgeted  
calculated  
computed  
dispersed  
forecasted  
managed  
marketed  
planned  
projected  
reconciled  
reduced  
researched  
tabulated

## HELPING

accommodated  
advocated  
aided  
alleviated  
assisted  
bolstered  
cared for  
coached  
cooperated  
counseled  
empowered  
encouraged  
fostered  
facilitated  
guided  
helped  
motivated  
referred  
rehabilitated  
represented  
supported

## LEADERSHIP

accomplished  
achieved  
administered  
advanced  
analyzed  
appointed  
assigned  
attained  
chaired  
consolidated  
contracted  
controlled  
coordinated  
decided  
delegated  
demonstrated  
designated  
developed  
directed  
eliminated  
enforced  
enhanced  
established  
evaluated  
exceeded  
executed  
expanded  
generated  
grew  
hired  
implemented  
increased  
initiated  
influenced  
launched  
led  
managed  
oversaw  
planned  
prioritized  
produced  
recommended  
reorganized  
scheduled  
spearheaded  
streamlined  
supervised

## ORGANIZATION

arranged  
cataloged  
classified  
collected  
compiled  
formulated  
generated  
integrated  
modified  
organized  
planned  
prepared  
processed  
procured  
purchased  
recorded  
retrieved  
screened  
standardized  
systematized  
tabulated  
updated  
validated

## RESEARCH

analyzed  
critiqued  
conducted  
correlated  
determined  
evaluated  
examined  
experimented  
explored  
extracted  
identified  
inspected  
interpreted  
interviewed  
investigated  
researched  
reviewed  
summarized  
surveyed  
systematized  
tested  
tracked

## TEACHING

adapted  
adopted  
advised  
clarified  
coached  
communicated  
coordinated  
developed  
educated  
enabled  
encouraged  
enriched  
evaluated  
explained  
facilitated  
guided  
informed  
instructed  
set goals  
stimulated  
taught  
trained  
tutored

## TECHNICAL

applied  
assembled  
built  
calculated  
computed  
constructed  
converted  
debugged  
designed  
devised  
engineered  
fabricated  
installed  
modeled  
operated  
overhauled  
programmed  
redesigned  
repaired  
restored  
trained  
upgraded

# TAILORING APPLICATIONS

It is essential to **tailor your applications to each opportunity in order to be seriously considered for positions**. Yes, this will require more time. However, it will also result in more call-backs giving you a greater return on the time that you invest in this process.

## TRANSFERABLE SKILLS

Transferable skills are **qualities that can be transferred from one job or experience to another**. This list highlights the transferable skills that employers most often look for on college student applications (NACE, 2019). Reflect on how you have developed or used these skills in your past experiences and include them in your power statements.



### TOP TRANSFERABLE SKILLS:

- Communication skills (written and verbal)
- Problem-solving skills
- Ability to work in a team
- Initiative/Strong work ethic
- Analytical/quantitative skills
- Leadership
- Detail-oriented /Organizational ability
- Technical/Computer skills
- Flexibility/adaptability
- Interpersonal skills (relates well to others)

## RELATED SKILLS

For a list of related skills, look at the job posting. Read through the responsibilities and qualifications listed and literally **highlight all of the skills and experiences that you have**. Then, make sure that each of the highlighted words are included in your resume either in a professional summary section or in your power statements.

### EXAMPLE JOB REQUIREMENTS:

- Excellent verbal and written communication, telephone and presentation skills.
- Ability to work in a fast-paced, high energy and demanding work environment.
- Knowledge of MS Office and computer literate.
- Excellent guest relations skills.
- Ability to organize multiple projects; manage and prioritize multiple tasks and meet deadlines.
- Hotel Experience preferred

## RELATED COURSES & PROJECTS

For many students, specific courses and course projects are the only, or the majority, of their related experience. These can be highlighted on the resume in shared or separate sections.

Refer to MyDegrees to refresh your memory on courses you have completed. You only need to include the name of the courses, not the course number, term or grade. We suggest listing a minimum of 3 and a maximum of 8.

For course projects, include power statements to showcase what you learned and accomplished during each opportunity.

### RELATED COURSES:

Wildland Fire Ecology, Wildlife Ecology, Forest Ecology, Rangeland Management, Ecological Aspects of Park Management, Desert Watershed Management, Soil Science (list minimum of 3, maximum of 8)

### RELATED PROJECTS:

#### Field Sampling

**OSU-Cascades**, Bend, OR, April-June 2020

- Collaborated with a group of five to compose a scientific experiment
- Hypothesized that animals would be more abundant near beaver dam analogs (BDAs)
- Plotted a 1 meter by 1 meter square every 100 meters for 3 kilometers and inspected for scat in each area
- Compared data from plots to BDA locations
- Entered data into Excel and composed graphs
- Wrote a scientific paper and presented to the class

## RELATED EXPERIENCE

If you have a variety of experiences (whether work, internships, volunteer or activities) that are related to what you are applying for, combine them into a related experience section to help employers easily identify how your experience aligns with the position.

### RELATED EXPERIENCE:

#### Field Survey Assistant, Biology Department

**OSU-Cascades**, Bend, OR, July-August 2020

- Conducted dietary scat surveys for Sierra Nevada red fox, American marten, grey wolf, and pacific fisher in varying elevations within Crater Lake National Park
- Identified, collected and processed various scat types in both front and backcountry of the park
- Adhered to National Park regulations and policies

#### Volunteer

**Oregon Department of Fish and Wildlife**, OR, June 2019

- Identified, counted and recorded sage grouse on leks
- Used maps and lek locations to plan survey times and observation areas in Eastern Oregon



## FAQS

### How far back do I go with my experience?

For a traditional college-aged student, once you are a junior you want to focus on experience from college only unless you have high school experience that is directly related. For non-traditional students, it is generally advised to include experience from 10-15 years back unless you have older experience that is directly related.

### What if I have gaps in my employment?

Try to be creative with how you organize your experiences into different sections so that gaps are not easy to see. You will want to prepare yourself for how to talk about gaps in employment during interviews. We can help with that too.

### What if I don't have any experience at all?

In this case, we will want to look at a functional resume style and talk with you about how you can gain experience while you are in college. Schedule an individual meeting with us to discuss.

### What about references?

References only need to be submitted when asked for. Include 3 to 5 professional references (supervisors, faculty, advisors, etc.) in a separate document formatted similarly to your resume. For each reference include their name, title, relationship to you, company name, mailing address, email address and phone number. List them in the order that you would like for them to be contacted.

### Do I need a cover letter?

If you have the time to write a solid tailored cover letter, it can be beneficial to you in the application process. See the Cover Letter Guidebook for more information.

### How should I submit my application?

Save your document as a PDF before submitting online or via email. Name the document "First Name Last Name Resume\_Position Title"

If you are sending or dropping of a hard copy of your application, it is recommended to print your resume on resume paper. This is a slightly thicker paper, often with a watermark. You can purchase resume paper or stop by our office to pick some up.



## ADDITIONAL SECTIONS

There are countless possibilities for sections to include and how you can title and arrange them. Ultimately, you want your resume to accurately reflect your experience and qualifications. How you do that, is up to you.

**Objective**  
**Summary of Qualifications**  
**Licensure**  
**Professional Experience**  
**Employment History**  
**Military Service**  
**International Experience**  
**Fieldwork**  
**Research Experience**  
**Internships**  
**Practicum Experience**  
**Laboratory Experience**  
**Teaching Experience**  
**Community Involvement**  
**Service**  
**Volunteerism**  
**Accomplishments**  
**Honors & Awards**  
**Leadership Experience**  
**Activities**  
**Extracurricular Experience**  
**Presentations**  
**Poster Sessions**  
**Publications**  
**Languages**  
**Related Skills**  
**Technical Skills**  
**Computer Skills**  
**Additional Trainings**  
**Professional Affiliations**  
**Patents**  
**Other Experience**



# RESUME REVIEWS

New to OSU is VMock, which uses AI to evaluate and score your resume draft. It can be a great tool to get you started with the basics of resume development.

Access VMock at [vmock.com/oregonstate](https://vmock.com/oregonstate) and login using your ONID username and password.



You can also schedule an individual appointment with us in Handshake to discuss and review your documents in relation to the specific position(s) that you want to apply for.

Access Handshake at <https://oregonstate.joinhandshake.com/> and login using your ONID username and password.



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