

Compiling Your “Big List”

It's often said that each time you apply for a job you should tailor a resume to specifically meet the requirements of that job. But who has time to writing a new resume every time they apply for a new job? The secret is in having a Big List, a sort of master resume where you keep all the raw material from which to draw and hone situation-specific details. Don't worry about formatting at this point; just get the raw materials down.

School

- name
- location
- years attended
- degree or diploma earned
- GPA
- any special distinctions (honors, dean's list, etc.)

Work

For every job you've ever had, list the following things:

- your job title
- the business's name
- location (city and state)
- supervisor's name and contact info
- starting and ending date
- description of duties
- any awards, commendations, achievements, etc. If you have concrete numbers for anything (widgets sold, funds raised, goals met), make a note of it.

Extracurriculars, Service, Leadership, Projects, Deep Dives, etc.

For each of the following, be sure to include the dates and locations and any other pertinent information.

- List every **extracurricular activity** you've ever been a part of. Think: clubs, sports, trips, bands, competitions, etc.
- List every **community service** activity you've been involved in.
- List any **volunteer work** or **internships** you've done, including the same information you included for your work experience above.
- List every **scholarship, award, or honor** you've ever received, from the 2nd grade spelling bee on up. Call your mom and have her drag out that box where she keeps all your blue ribbons.
- List any **leadership experiences** you've had, either in school, church, scouts, sorority, or something else.
- List any **trips** you've been on: study abroad, mission trips, senior trips, band trips, even road trips.
- List any **performances** or **exhibitions** you've been a part of: dance recitals, band concerts (school or rock'n'roll), art shows, etc.
- List any **big projects** you've done: recording a CD, making a movie, painting a mural, designing a website, building a tree house, etc.

Skills

List any skills you have and to what extent you have them:

- Languages spoken
- Computer programs you're proficient in
- Knitting, fixing cars, drawing, drafting, micro-brewing, CPR certification, etc.

Publications

Good Reasons

This last part is perhaps the most important. I want you think up every reason you can why you would be a good employee. Perhaps you work well with others; perhaps you are really smart. Whatever it is, put some thought into it and be creative, and then get it all out onto a piece of paper so you won't forget. It might help to do it as a freewriting exercise (set yourself a time limit and then just start writing), or you might do well to imagine you're in a job interview. Or you might even dink around on the internet googling “job interview advice” or “great job skills” and see what comes up.

Power Verbs

Give your resume spice, vitality, and professionalism by incorporating **POWER VERBS** into your descriptions.

Action Verbs for Leadership Roles

Administered	Coordinated	Delegated	Operated	Oversaw	Programmed
Arranged	Directed	Headed	Orchestrated	Planned	Spearheaded
Chaired	Executed	Managed	Organized	Produced	

Action Verbs for When You Achieved Something

Attained	Finished	Outperformed	Showcased	Targeted
Completed	Earned	Overcame	Succeeded	Won
Demonstrated	Exceeded	Reached	Surpassed	

Action Verbs for Developing New Projects, Clubs, etc.

Built	Developed	Established	Formulated	Initiated	Launched
Created	Founded	Formalized	Implemented	Instituted	Pioneered
Designed	Engineered	Formed	Incorporated	Introduced	Proposed

Action Verbs for Good Customer Service & Sionian Spirit

Advised	Coached	Educated	Informed	Resolved
Advocated	Consulted	Fielded	Recommended	

Action Verbs for When You Changed or Improved Something

Clarified	Digitized	Redesigned	Remodeled	Restructured	Simplified	Updated
Converted	Integrated	Refined	Reorganized	Revamped	Strengthened	Upgraded
Customized	Modified	Refocused	Replaced	Revitalized	Transformed	

Action Verbs for When You Managed a Team or a Club

Advised	Directed	Fostered	Led	Motivated	Supervised	Unified
Aligned	Enabled	Guided	Mentored	Recruited	Taught	United
Cultivated	Facilitated	Hired	Mobilized	Shaped	Trained	

Action Verbs for Research and Analysis (Think Deep Dives)

Analyzed	Compiled	Explored	Interviewed	Modeled	Reported	Visualized
Assembled	Discovered	Forecasted	Investigated	Projected	Surveyed	
Assessed	Evaluated	Identified	Mapped	Qualified	Tested	
Calculated	Examined	Interpreted	Measured	Quantified	Tracked	

Action Verbs for When You Communicated Something Well

Authored	Composed	Counseled	Drafted	Outlined	Publicized
Briefed	Conveyed	Critiqued	Edited	Persuaded	Reviewed
Campaigned	Convinced	Defined	Illustrated	Presented	Wrote
Coauthored	Corresponded	Documented	Lobbied	Promoted	