

Resume

STUDENT HANDOUT

ONE-LINERS



Name _____ Date _____

What's a Resume One-Liner?

One-liners are the magic formula for demonstrating your skills and abilities in a resume. They make sure that someone reading your resume never says "so what?" or "why did this person include this information?" Here's how the formula for a one-liner works:

- It begins with an action word. Examples: managed, developed, organized
- It ends with a result, or what happened thanks to the action you took. **Examples:** "resulting in a more efficient customer service experience." "increased sales."

Putting these points together, here are examples of one-liners:

- Reorganized the filing system in my department, resulting in improved efficiency of information flow.
- Advised customers of alternatives to brand-name products, which increased customer satisfaction.

Sometimes the result is implied rather than stated. Examples:

- Recruited participants for psychology experiments. (The result is that the experiments had the participants they needed.)
- Learned to evaluate different aspects of exhibit design, such as user as audience, role of designer as social commentator. (The result is that the author has developed the kind of savvy necessary to produce a top-notch exhibit.)

Even though they are called one-liners, they can actually be more than one line.

One-liners should almost always begin with an action word.

Good: Developed cutting-edge app for smokers trying to quit.

Bad: I worked on a cutting-edge app for smokers trying to quit.

"So what?" Keep that question in mind as you write your one-liners. Ask yourself: Why should an employer care about this? Why is this important? What does this say about me?



Resume One-Liners, cont....

Look at the list of revisions and improvements you want to make to your resume from the Refining Your Resume student handout. Practice transforming them into one-liners. Use the list of action words at the end of this handout to help you.

Other one-liners may occur to you once you get the hang of it. Keep going! It's great if you have a strong collection to work with when you refine your resume.

My One-Liners Checklist

- Starts with an **action word**
- Gives specific details
- Answers the "so what" question
- When possible, ends with demonstrating **specific results**

Make results specific whenever possible.

Wrote new, compelling marketing content for Cool Cuffs website, driving site visits up by 25%.

My One-Liners

Improvement or Update	Turning It into a One-Liner
<i>Example: Add information about my proficiency in Microsoft Excel and PowerPoint</i>	<i>Upgraded my proficiency with Microsoft Excel and PowerPoint to create professional spreadsheets and presentations</i>



Resume One-Liners, cont....

Action Words

MANAGING	TECHNICAL	CLERICAL	COMMUNICATING
accomplished	assembled	approved	addressed
analyzed	built	arranged	arranged
attained	calculated	catalogued	convinced
conducted	computed	classified	corresponded
consolidated	configured	collected	developed
contacted	designed	compared	directed
coordinated	determined	compiled	drafted
developed	devised	completed	edited
directed	eliminated	distributed	enlisted
established	enhanced	enlarged	influenced
evaluated	fabricated	implemented	interpreted
exceeded	installed	inspected	negotiated
headed	maintained	monitored	participated
improved	operated	operated	persuaded
increased	overhauled	organized	presented
initiated	programmed	prepared	promoted
organized	reduced	processed	proposed
oversaw	refined	recorded	related
planned	remodeled	retrieved	secured
prioritized	repaired	screened	sold
produced	retrieved	specified	spoke
scheduled	solved	sorted	translated
strengthened	trained	tabulated	trained
trained	upgraded	validated	wrote
trimmed			



Resume One-Liners, cont....

RESEARCHING	TEACHING	HELPING	CREATING
collected	advised	assisted	acted
consulted	clarified	clarified	conceived
evaluated	coached	coached	created
examined	communicated	counseled	customized
experimented	coordinated	demonstrated	designed
identified	corrected	educated	developed
inspected	developed	guided	established
interpreted	enabled	motivated	fashioned
interviewed	encouraged	referred	illustrated
investigated	evaluated	supported	improved
obtained	explained		initiated
organized	guided		introduced
reviewed	informed		invented
searched	initiated		originated
summarized	instructed		performed
surveyed	persuaded		planned
	set goals		redesigned
	trained		reshaped
			revitalized
			shaped