# ANATOMY OF A BUSINESS RESUME

## **EDUCATION**

List any colleges attended, degrees earned, and any academic honors or awards.

## **CONTACT INFO**

Make it easy for the hiring manager to contact you! Include your name, city, state, phone number, and LinkedIn URL.



## **SKILLS**

List your top technical and soft skills. Make sure you are tailoring your skills to the specific job you're applying for.



# PROFESSIONAL WORK EXPERIENCE

Highlight your experience(s) working in your field of interest.



## PROJECT EXPERIENCE

Highlight any project experiences (like junior or senior projects) related to your future career including how you contributed to achieving a successful outcome.

## ANGELO BERTOLI

541.888.5555 | angelo.bertoli@gmail.com | LinkedIn.com/angelo.bertoli | Portland, OR

#### EDUCATION

Oregon Institute of Technology (Oregon Tech), Klamath Falls, OR Bachelor of Science, Business Management (June 2027)

Minor, Applied Mathematics

#### SKILLS

Business & Management: Project Coordination, Budgeting, Strategic Planning, Customer Service Software: Microsoft Office Suite, Google Workspace, QuickBooks

Data & Analysis: Data Visualization, Basic SQL, Financial Reporting Communication: Presentation Skills, Team Leadership, Professional Writing

#### PROFESSIONAL EXPERIENCE

#### **Business Operations Intern**

Columbia Distributing - Portland, OR (June 2025 - Aug 2025)

- Assisted the operations team with inventory analysis and logistics planning, improving delivery efficiency by 10%.
- Conducted data analysis in Excel to track key performance indicators and prepared weekly reports for management
- Supported vendor communications and coordinated scheduling for high-volume distribution periods.
- Observed and contributed to process improvement initiatives that reduced order fulfillment time.

## PROJECT EXPERIENCE

## **Business Strategy Simulation Project**

Oregon Institute of Technology (Jan 2025 - Mar 2025)

- Led a team of 4 in a competitive simulation, managing operations, marketing, and finance to increase market share by 15%.
- Developed a strategic business plan using data-driven decision-making and presented recommendations to faculty panel.

#### LEADERSHIP & CAMPUS INVOLVEMENT

## Treasurer, Business Club

Oregon Institute of Technology (Sept 2024 - May 2025)

- Manage a \$2,000 annual budget, track expenses, and prepare monthly financial reports for club officers.
- Collaborate with local businesses to secure sponsorships and organize networking events for students.

#### Student Ambassador

Oregon Institute of Technology Office of Admission (Jan 2023 - May 2025)

- Represent the university during campus tours, answering prospective students' questions and promoting campus resources.
- Support admissions staff during open-house events and assist with orientation sessions.

## LEADERSHIP EXPERIENCE

Highlight leadership experiences that helped you develop professional, or 'soft' skills. These experiences don't need to be related to your future career or industry.

# REQUIRED SECTIONS

## **CONTACT INFO**

The top of your resume should include your name in a larger font (18+ pt). Below your name, using one single line, add your current city and state, phone number, email, and personal LinkedIn URL (if you have one). If you are planning to relocate, you can state 'willing to relocate' on that same line instead of including your current city and state. Street address is not necessary.

## ANGELO BERTOLI

541.888.5555 | angelo.bertoli@gmail.com | LinkedIn.com/angelo.bertoli | Portland, OR

## **EDUCATION**

List education as your first resume section, this will let the reviewer know that you are a recent college graduate which gives them context for the rest of your resume. Include any college(s) attended, completed or in-progress degrees, major and minor, and your GPA if it is a 3.0 or above.

#### **EDUCATION**

Oregon Institute of Technology (Oregon Tech), Klamath Falls, OR **Bachelor of Science, Business Management** (June 2027) Minor, Applied Mathematics

## **SKILLS**

The skills section is where you can set yourself apart from other graduates with the same degree by listing both your technical skills as well as your professional (or 'soft') skills. Whatever skills you list, give examples of how you've used those skills in your Experience sections.

\*\*Don't forget to include soft skills like teamwork, communication, and prioritization which are important in most workplaces regardless of industry.

#### **SKILLS**

Business & Management: Project Coordination, Budgeting, Strategic Planning, Customer Service

Software: Microsoft Office Suite, Google Workspace, QuickBooks

Data & Analysis: Data Visualization, Basic SQL, Financial Reporting

Communication: Presentation Skills, Team Leadership, Professional Writing

## **EXPERIENCE**

Your Experience section(s) should be the most substantial part of your resume and where you invest the most time refining. It should showcase the experiences most relevant to the positions you're pursuing and clearly demonstrate how you applied your skills in real-world settings. Your experiences should be formatted in a reverse chronological order, with your most recent experiences on the top.

## EXPERIENCE

## **Business Operations Intern**

Columbia Distributing - Portland, OR (June 2025 - Aug 2025)

- Assisted the operations team with inventory analysis and logistics planning, improving delivery
  efficiency by 10%.
- Conducted data analysis in Excel to track key performance indicators and prepared weekly reports for management
- Supported vendor communications and coordinated scheduling for high-volume distribution periods.
- Observed and contributed to process improvement initiatives that reduced order fulfillment time.

# **OPTIONAL SECTIONS**

If you have several different types of experiences you would like to share that don't align with one another, consider cutting your Experience section into multiple sections such as: Professional Experience, Project Experience, Volunteer Experience, Leadership Experience, Military Experience, Additional Work Experience, etc.

## PROFESSIONAL WORK EXPERIENCE

Include jobs, internships, or on-campus employment relevant to your goals. List the job title, organization, location, and dates. Use bullet points to highlight your key accomplishments with strong action verbs, and quantify results when possible.

## PROFESSIONAL EXPERIENCE

#### **Business Operations Intern**

Columbia Distributing - Portland, OR (June 2025 - Aug 2025)

- Assisted the operations team with inventory analysis and logistics planning, improving delivery
  efficiency by 10%.
- Conducted data analysis in Excel to track key performance indicators and prepared weekly reports for management.
- Supported vendor communications and coordinated scheduling for high-volume distribution periods.
- Observed and contributed to process improvement initiatives that reduced order fulfillment time.

## PROJECT EXPERIENCE

Include significant academic or independent projects that showcase your skills and knowledge in your field. List the project title, course or context, and dates. Use bullet points to describe your contributions, tools or technologies used, and measurable outcomes. Highlight projects that demonstrate problem-solving, collaboration, or technical expertise relevant to your career goals.

#### PROJECT EXPERIENCE

## **Business Strategy Simulation Project**

Oregon Institute of Technology (Jan 2025 - Mar 2025)

- Led a team of 4 in a competitive simulation, managing operations, marketing, and finance to increase market share by 15%.
- Developed a strategic business plan using data-driven decision-making and presented recommendations to faculty panel.

## STUDY ABROAD EXPERIENCE

Include international study experiences that strengthened your global perspective, independence, and adaptability. List the program name, location, university or provider, and dates. Use bullet points to highlight relevant coursework, research, projects, or cultural immersion that connect to your career goals.

#### STUDY ABROAD EXPERIENCE

Global Business Program, Florence, Italy (Summer 2024)

- Completed coursework in International Marketing and Cross-Cultural Management.
- Collaborated with a multinational student team to develop a market entry strategy for a local Italian company.
- Gained hands-on experience with European business practices, improving global communication and adaptability skills.

## **AWARDS & HONORS**

List prestigious scholarships, academic honors, or recognitions from school or employers. Include the award name, the granting organization, and the year awarded. Group multiple honors under one heading for easy reading.

#### AWARDS & HONORS

Diversity in Leadership Scholarship – Awarded Fall 2023

Beta Gamma Sigma Business Honors Society – Inducted March 2024

# EXAMPLES OF ACTION VERBS TO USE IN YOUR BULLET POINTS

## **MANAGEMENT SKILLS**

administered handled improved analyzed assigned increased chaired motivated contracted organized consolidated oversaw coordinated planned delegated prioritized developed produced directed recommended enhanced reviewed evaluated scheduled strengthened executed hired supervised

## **ORGANIZATION SKILLS**

arranged maintained categorized monitored classified ordered coded organized collected prepared compiled processed corresponded provided distributed responded executed reviewed filed scheduled generated submitted implemented supplied incorporated standardized updated logged

## **COMMUNICATION SKILLS**

addressed marketed arbitrated mediated moderated arranged authored motivated corresponded negotiated developed persuaded directed presented drafted edited promoted enlisted publicized formulated reconciled influenced recruited interpreted spoke translated lectured listened wrote

## **TECHNICAL SKILLS**

adapted operated assembled overhauled built programmed calculated rectified computed regulated constructed remodeled repaired converted designed replaced determined restored solved developed engineered specialized fabricated standardized installed studied maintained utilized

## **RESEARCH SKILLS**

clarified inspected collected interpreted compared invented conducted investigated critiqued located detected measured determined organized examined researched searched experimented explored solved formulated summarized gathered surveyed identified tested

## **HELPING SKILLS**

advocated encouraged aided ensured expedited answered facilitated arranged assessed guided assisted intervened cared for motivated clarified provided coached referred collaborated presented contributed resolved supplied cooperated counseled supported diagnosed volunteered

## **CREATIVE SKILLS**

performed acted designed introduced planned combined formulated invented revised founded conceptualized modeled revitalized modified created illustrated shaped originated customized integrated

## FINANCIAL SKILLS

administered audited determined programmed adjusted balanced estimated projected allocated calculated forecasted reconciled assessed computed managed reduced appraised corrected marketed researched



# **POWER STATEMENTS**

How to make the most of your resume bullet points.





## WHAT ARE POWER STATEMENTS?

**Power statements** are strong, specific bullet points on your resume that describe **what you did**, **how you did it**, and **what you accomplished**. Instead of just listing tasks, power statements **show your impact** and help employers understand the value you bring.

## POWER STATEMENT FORMULA

# FROM BASIC STATEMENT TO POWER STATEMENT

Basic Statement	Intermediate Statement	Power Statement
Managed a team project.	Led a team of 4 students to complete a business management project for class.	Directed a team of 4 students in analyzing operational inefficiencies for a simulated business, assigning tasks, monitoring progress, and presenting actionable recommendations that improved workflow efficiency by 15%.

# TIPS FOR WRITING POWER STATEMENTS

- Start each bullet with a strong action verb (e.g., led, created, collaborated, analyzed)
- ✓ Use numbers or outcomes when possible (even estimates are fine!)
- ▼Tailor each statement to the job or internship you're applying for
- Think about skills you developed, not just tasks you completed