

ANATOMY OF A TECHNICAL RESUME

CONTACT INFO

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

EDUCATION

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

SKILLS

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

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.

PROFESSIONAL WORK EXPERIENCE

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

ADDITIONAL WORK EXPERIENCE

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

Portland, OR	HUY LE huy.le@gmail.com	541.888.5555
EDUCATION		
Oregon Institute of Technology (Oregon Tech), Wilsonville, OR Bachelor of Science, Information Technology (June 2025) GPA: 3.6 Dean's List: 3 Terms		
TECHNICAL SKILLS		
Operating Systems: Windows 10/11, macOS, basic Linux navigation Software & Tools: Microsoft 365, Google Workspace, Zoom, Remote Desktop, TeamViewer Hardware & Troubleshooting: PCs, printers, peripherals, basic networking (IP/DNS/VPN) Systems & Development Tools: SQL, Git/GitHub, Active Directory (basic), ServiceNow (familiar) Communication & Problem-Solving: Customer service, technical documentation, teamwork, time management		
PROJECT EXPERIENCE		
Oregon Institute of Technology, Wilsonville, OR Senior Project – Smart Inventory Management System (SIMS) (July 2024 – June 2025) - Developed a full-stack web application that enables small businesses to track, update, and forecast inventory in real-time using cloud-based infrastructure and predictive analytics. - Designed a relational database in MySQL by normalizing product and vendor tables, reducing data redundancy by 40%. - Collaborated in an agile 4-person team by using GitHub and weekly Scrum meetings, achieving all development milestones on schedule. - Integrated Python-based forecasting algorithms by analyzing historical sales data, providing businesses with low-stock alerts and restocking suggestions.		
PROFESSIONAL EXPERIENCE		
Oregon Institute of Technology, Wilsonville, OR IT Help Desk Assistant (January 2023 – June 2025) - Responded to 10-20 daily support requests by troubleshooting hardware, software, and network connectivity issues, resolving most on first contact. - Installed and updated software on lab computers using imaging tools and remote desktop applications, minimizing downtime for users. - Maintained accurate records of service tickets using ServiceNow, contributing to improved issue tracking and documentation.		
ADDITIONAL WORK EXPERIENCE		
Human Bean, Wilsonville, OR Barista (January 2023 – June 2024) - Managed high-volume service by coordinating team workflow and customer orders, contributing to efficient and positive guest experiences. - Supported staff training by modeling proper drink prep and service techniques, improving onboarding for 5+ new hires.		

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.

HUY LE		
Portland, OR	huy.le@gmail.com	541.888.5555

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), Wilsonville, OR Bachelor of Science, Information Technology (June 2025) GPA: 3.6 Dean's List: 3 Terms

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
Operating Systems: Windows 10/11, macOS, basic Linux navigation Software & Tools: Microsoft 365, Google Workspace, Zoom, Remote Desktop, TeamViewer Hardware & Troubleshooting: PCs, printers, peripherals, basic networking (IP/DNS/VPN) Systems & Development Tools: SQL, Git/GitHub, Active Directory (basic), ServiceNow (familiar) Communication & Problem-Solving: Customer service, technical documentation, teamwork, time management

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
Oregon Institute of Technology, Wilsonville, OR Senior Project – Smart Inventory Management System (SIMS) (July 2024 – June 2025) - Developed a full-stack web application that enables small businesses to track, update, and forecast inventory in real-time using cloud-based infrastructure and predictive analytics - Designed a relational database in MySQL by normalizing product and vendor tables, reducing data redundancy by 40% - Collaborated in an agile 4-person team by using GitHub and weekly Scrum meetings, achieving all development milestones on schedule IT Help Desk Assistant (January 2023 – June 2025) - Responded to 10-20 daily support requests by troubleshooting software and network connectivity issues, resolving most on first contact - Installed and updated software on lab computers using imaging tools, minimizing downtime for users

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
Oregon Institute of Technology, Wilsonville, OR
IT Help Desk Assistant (January 2023 – June 2025)

- Responded to 10-20 daily support requests by troubleshooting hardware, software, and network connectivity issues, resolving most on first contact
- Installed and updated software on lab computers using imaging tools and remote desktop applications, minimizing downtime for users
- Maintained accurate records of service tickets using ServiceNow, contributing to improved issue tracking and documentation

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
Oregon Institute of Technology, Wilsonville, OR
Senior Project – Smart Inventory Management System (SIMS) (July 2024 – June 2025)

- Developed a full-stack web application that enables small businesses to track, update, and forecast inventory in real-time using cloud-based infrastructure and predictive analytics
- Designed a relational database in MySQL by normalizing product and vendor tables, reducing data redundancy by 40%
- Collaborated in an agile 4-person team by using GitHub and weekly Scrum meetings, achieving all development milestones on schedule

LEADERSHIP EXPERIENCE

Highlight roles where you guided or influenced others, including club leadership positions and leading team projects. Provide the organization, position title, and dates of employment, and describe the positive impact you contributed to the group.

LEADERSHIP EXPERIENCE
American Society of Civil Engineers (ASCE) | Oregon Tech
Vice President (October 2023 – May 2024)

- Coordinated logistics for 4 regional competitions, including budgeting, travel arrangements, and material procurement.
- Led a team of 12 students to design and present a steel bridge project, earning second place in a regional event.
- Developed partnerships with local engineering firms to secure \$1,500 in sponsorship funding.

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
Oregon Tech Academic Excellence Scholarship – Awarded December 2023
Tau Beta Pi Engineering Honor Society – Inducted March 2024

EXAMPLES OF ACTION VERBS TO USE IN YOUR BULLET POINTS

MANAGEMENT SKILLS

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

COMMUNICATION SKILLS

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

TECHNICAL SKILLS

adapted	operated
assembled	overhauled
built	programmed
calculated	rectified
computed	regulated
constructed	remodeled
converted	repaired
designed	replaced
determined	restored
developed	solved
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
experimented	searched
explored	solved
formulated	summarized
gathered	surveyed
identified	tested

HELPING SKILLS

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

CREATIVE SKILLS

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

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

Performed X + by doing Y + accomplishing Z

X = What you did 📋; Y = How you did it ⚙️; Z = the positive outcome 🏆

FROM BASIC STATEMENT TO POWER STATEMENT

Basic Statement	Intermediate Statement	Power Statement
Managed company computers and network systems.	Maintained and updated company computers and network systems to ensure smooth daily operations and minimize downtime.	Optimized and maintained 50+ company computers and network systems, implementing regular updates and troubleshooting procedures that reduced system downtime by 30% and improved team productivity.

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