

# ID Resume Kit

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This kit pairs with my article on instructional design resumes. Fill in the template first, then use the keyword checklist, verb bank, and rewrite table to tailor it for each job you apply to.

## Part 1: The one-page resume template

### How to use it

Fill in each section by hand here, then transfer it to a plain single-column document. Keep the finished resume to one page. Every bullet should show a result, not a duty.

### Header

| Field          | Your entry |
|----------------|------------|
| Full name      |            |
| City and state |            |
| Phone          |            |
| Email          |            |
| Portfolio URL  |            |
| LinkedIn URL   |            |

### Tip

Your portfolio link matters more than your street address. Put it directly under your name and test that it loads before you send anything.

### Summary

Write three sentences, no more. Use this structure:

- Sentence 1, who you are (title, specialty, and years or background): \_\_\_\_\_
- Sentence 2, one quantified proof point (a project, a result, a scope): \_\_\_\_\_
- Sentence 3, what you will do for this specific employer: \_\_\_\_\_

## Experience

Plan for two or three roles with three to five bullets each. Start every bullet with a verb from Part 3 and end it with a number or outcome.

### Role 1 (most recent)

- Job title: \_\_\_\_\_
- Employer and location: \_\_\_\_\_
- Dates (Month Year to Month Year): \_\_\_\_\_
- Bullet 1 (verb, task, result): \_\_\_\_\_
- Bullet 2: \_\_\_\_\_
- Bullet 3: \_\_\_\_\_
- Bullet 4: \_\_\_\_\_

### Role 2

- Job title: \_\_\_\_\_
- Employer and location: \_\_\_\_\_
- Dates (Month Year to Month Year): \_\_\_\_\_
- Bullet 1 (verb, task, result): \_\_\_\_\_
- Bullet 2: \_\_\_\_\_
- Bullet 3: \_\_\_\_\_

### Role 3

- Job title: \_\_\_\_\_
- Employer and location: \_\_\_\_\_
- Dates (Month Year to Month Year): \_\_\_\_\_
- Bullet 1 (verb, task, result): \_\_\_\_\_
- Bullet 2: \_\_\_\_\_
- Bullet 3: \_\_\_\_\_

Print this page again if you need a fourth role. Most one-page resumes fit two or three.

## Skills

Pick 8 to 12 keywords from Part 2 that appear in the job posting and that you can honestly claim. Group them so a recruiter can scan them in seconds.

- Authoring tools: \_\_\_\_\_
- LMS and standards: \_\_\_\_\_
- Design methods: \_\_\_\_\_
- AI tools: \_\_\_\_\_
- Accessibility: \_\_\_\_\_

## Education and certifications

- Degree or program: \_\_\_\_\_
- Institution: \_\_\_\_\_
- Year completed: \_\_\_\_\_
- Certifications: \_\_\_\_\_

### Career changer note

If you come from teaching, list your education degree without apology. It supports your learning theory claims. Add any ID-specific certificates or programs on the line above it.

## Part 2: Keyword checklist

ATS software and recruiters both scan for the terms below. Check each one that appears in the job posting AND that you can back up in an interview. Then work the checked terms into your skills section and bullets, using the exact spelling from the posting.

### Process terms

- ☐ ADDIE
- ☐ SAM (Successive Approximation Model)
- ☐ Needs analysis
- ☐ Learning objectives
- ☐ Storyboarding
- ☐ Curriculum development
- ☐ eLearning development
- ☐ Rapid prototyping
- ☐ Kirkpatrick evaluation
- ☐ Quality assurance (QA) review

### Authoring tools

- ☐ Articulate Storyline 360
- ☐ Articulate Rise 360
- ☐ Adobe Captivate
- ☐ Camtasia
- ☐ Vyond
- ☐ Figma
- ☐ Adobe Creative Cloud (Photoshop, Illustrator, Premiere)
- ☐ Audio editing (Audacity, Adobe Audition)

## **LMS and standards**

- ☐ SCORM
- ☐ xAPI
- ☐ LMS administration
- ☐ Cornerstone OnDemand
- ☐ Docebo
- ☐ Workday Learning
- ☐ Moodle or Canvas
- ☐ Completion and reporting data

## **Learning theory**

- ☐ Adult learning theory (andragogy)
- ☐ Bloom's taxonomy
- ☐ Gagné's nine events of instruction
- ☐ Cognitive load theory
- ☐ Mayer's multimedia principles
- ☐ Scenario-based learning
- ☐ Microlearning
- ☐ Spaced practice

## **AI tools**

- ☐ AI-assisted content development
- ☐ Prompt writing
- ☐ ChatGPT, Claude, or Copilot
- ☐ AI voice and video generation (ElevenLabs, Synthesia, HeyGen)
- ☐ AI conversation simulations
- ☐ AI image generation

## **Accessibility**

- ☐ WCAG 2.2
- ☐ Section 508 compliance
- ☐ Closed captions and transcripts
- ☐ Alt text
- ☐ Color contrast
- ☐ Keyboard navigation
- ☐ Screen reader testing

### Honesty check

Never list a tool you have not used. Interviewers ask follow-up questions, and one hollow keyword can sink an otherwise strong resume. If a posting demands a tool you lack, build one small portfolio piece with it first.

## Part 3: Action-verb bank

Start every bullet with one of these. Match the verb to the type of work the posting emphasizes.

| ID task type                         | Verbs                                                                     |
|--------------------------------------|---------------------------------------------------------------------------|
| Analysis                             | Analyzed, Assessed, Identified, Diagnosed, Interviewed, Mapped, Audited   |
| Design                               | Designed, Storyboarded, Structured, Scripted, Outlined, Prototyped, Wrote |
| Development                          | Built, Developed, Produced, Authored, Programmed, Converted, Published    |
| Facilitation and delivery            | Facilitated, Delivered, Trained, Coached, Presented, Onboarded            |
| Evaluation and measurement           | Measured, Evaluated, Tested, Surveyed, Increased, Reduced, Improved       |
| Project management and collaboration | Led, Managed, Coordinated, Prioritized, Partnered, Consulted, Negotiated  |

### Avoid these

"Helped," "Assisted," "Responsible for," and "Worked on" hide your contribution. Replace them with a verb that names what you actually did.

## Part 4: Before and after bullet rewrites

Weak bullets describe duties. Strong bullets name the verb, the task, and a measurable result. Study these rewrites, including the teacher-to-ID translations, then rewrite your own bullets in the blank rows.

| Before (weak)                               | After (quantified ID phrasing)                                                                                                          |
|---------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| Responsible for creating training materials | Developed 12 SCORM-compliant eLearning modules in Storyline 360, cutting new-hire ramp time from 6 weeks to 4                           |
| Made PowerPoints for trainings              | Converted 15 slide-based courses into interactive Rise 360 modules with knowledge checks, raising completion rates from 61% to 88%      |
| Worked with SMEs on compliance content      | Partnered with 8 subject matter experts to turn policy documents into scenario-based modules, reducing review cycles from 5 rounds to 2 |
| Helped with the LMS                         | Administered the Docebo LMS for 2,500 learners, managing enrollments, SCORM uploads, and monthly completion reporting                   |

|                                       |                                                                                                                                                      |
|---------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| Used AI tools at work                 | Used AI-assisted drafting to produce first-pass storyboards, cutting development time per module by roughly 40%                                      |
| Taught 5th grade for 8 years          | Designed and delivered standards-aligned instruction for 120+ learners per year, using weekly assessment data to revise lessons and close skill gaps |
| Created lesson plans                  | Wrote measurable learning objectives and built aligned assessments for a 36-week curriculum serving 150 learners                                     |
| Ran professional development sessions | Facilitated 20+ training sessions for 45 staff members, then measured behavior change through classroom observations                                 |

Now rewrite three of your own:

| Your current bullet | Your rewrite (verb, task, result) |
|---------------------|-----------------------------------|
|                     |                                   |
|                     |                                   |
|                     |                                   |

**No numbers yet?** Estimate honestly. Count learners served, modules built, review rounds saved, or hours of content produced. A defensible estimate beats a vague duty every time.

## Part 5: Tailor it for every application

Run this checklist before each submission. It takes about 20 minutes and it is the highest-return step in the whole process.

- ☐ 1. Read the posting twice and highlight every skill, tool, and qualification it mentions more than once.
- ☐ 2. Mirror the posting's exact job title in your summary if you can honestly claim it.
- ☐ 3. Swap 8 to 12 keywords from Part 2 into your skills section, matching the posting's exact spelling.
- ☐ 4. Reorder your skills so the posting's top requirements appear first.
- ☐ 5. Rewrite your top three bullets to address the posting's core responsibilities.
- ☐ 6. Add at least one number to every bullet: learners, modules, percentages, or time saved.
- ☐ 7. Cut anything the posting does not care about and confirm the resume still fits one page.
- ☐ 8. Format for ATS: single column, standard section headings, standard fonts, no images, no text boxes.
- ☐ 9. Test your portfolio and LinkedIn links, and confirm the portfolio piece most relevant to this employer is easy to find.
- ☐ 10. Save the file as FirstName-LastName-Instructional-Designer.pdf, or as a Word document if the posting asks for one.

Have any questions? Email me at [devlin@devlinpeck.com](mailto:devlin@devlinpeck.com)