# MODULE: RESUME WRITING

## MENTOR GUIDE

## Checklist

### Prior to meeting with mentee(s)

☐ Familiarize yourself with the module materials. This primarily includes the example resumes and activity solutions provided here. Consider including supplementary materials such as resumes/CVs from yourself or other lab personnel.

☐ Review the primary differences between resumes at various points of development for your mentees.

☐ Review the differences between resumes and curriculum vitas.

☐ Ask mentee(s) to read through the module material and to critique the provided resume.

### Discussion with mentee(s)

☐ Review student critique of resume activity, using the provided solution as a guide for content discussion.

☐ Be prepared to discuss differences in resume content based on the specific make-up of the mentee(s). For example, if the majority of the mentees are early stage undergraduates, tailor the conversation to resume content for this stage.

☐ Consider sharing your own resume and CV to show differences in the two formats.

☐ Consider spending meeting time allowing mentee(s) to develop and critique their own resumes

☐ Five-minute reflection

## Suggested Schedule

1. Mentor, contact mentee(s) and assign module reading and resume review assignment
2. Schedule mentor-mentee meeting
3. Discuss resume review and module materials regarding CVs and resumes. Use examples and discussion points relevant to your research area and mentee(s) career stage and goals.
4. Five-minute reflection

## Checklist

### Prior to meeting with advisor

- ☐ Read examples or resumes: early undergrad, late undergrad, post-graduation
- ☐ Good and bad resume examples
- ☐ Differences between CV and resume
- ☐ Discover and utilize the career center

### Discussion with advisor

- ☐ Evaluate resume
- ☐ Five Minute Reflection

## Considerations

1. Along with the module "Requesting Recommendation Letters", you may also want to place this module earlier in the curriculum to better prepare mentee for internship application process.

2. Show the mentee resumes and CV's that are discipline-specific to your field.

3. Emphasize that resumes are a work-in-progress. Share with mentee old resumes from your undergraduate and graduate days.