



MODULE: RESUME WRITING

OVERVIEW

Learning Objectives

At the conclusion of this module, you will be able to:

- Interpretation: Define the purpose of a resume
- Interpretation: Identify elements that should appear on a resume
- Analysis: Discuss the differences, if any, between a resume and a curriculum vitae
- Application: Locate resources on your campus for assistance with resume writing
- Application: Write your resume
- Evaluation: Identify strengths and weaknesses in sample resumes

Checklist

Prior to meeting with mentor

- Locate the career resource center at your school
- Complete the assignments

Discussion with mentor

- Critiques of resumes
- How often should you update your resume?
- Five minute reflection discussion

Mentee Deliverables

- Deliverable 1: Written description of the resume writing resources available at your career resource center.**
- Deliverable 2: Written critique of sample resume in Handout 1.**
- Deliverable 3: Update your resume. Bring a printed copy to the next meeting.**
- Deliverable 4: Bring a printed copy of your responses to the Five-Minute Reflection to the next meeting.**



Materials for this Module

- Handout 1: Sample resume
- TEDEd Resume Writing Tutorial: <https://ed.ted.com/on/xFVV3s9T#review>
- Campus Resources (Career Resource Center, etc.)

Module Content Introduction

Your resume is like a pre-first impression. It's what gives you the chance to get an interview, but won't get you a job. It is important that your resume is succinct and informative, and should ALWAYS be paired with a cover letter that gives the intended target a better insight into your personal character. If you find yourself applying to graduate school you will discover something that is referred to as a CV. This is a "curriculum vitae". All it means is that instead of being succinct and keeping at one page you should include all activities that you have completed in that are important for the reviewer to know. In the following sections we will present bad and good examples of resumes as well as an example of a CV and cover letter. Remember that these are things that are always changing as you involve yourself in more and more activities through the years. You should always take time to update your resume every few months so that you do not forget anything that you have done. Watch the resume video, go to the TEDEd Resume Writing Tutorial: at <https://ed.ted.com/on/xFVV3s9T#review> then navigate using the "WATCH" menu item to watch the video (8 minutes).

Assignment(s) for this Module

Assignment(s)

There are many resources available to help you with your resume. The career resource center at your school is a reliable source of support. As an example, The University of Georgia provides the resources described on their website <http://www.career.uga.edu/>. Find the location of your career resource center and what assistance they can provide in writing your resume. You will want to use this resource when you actually apply for a job or position.

Deliverable 1: Bring a written description of the resume writing resources available at your career resource center to the next meeting.

Look at the bad sample resume at TEDEd Resume Writing Tutorial, navigate to <https://ed.ted.com/on/xFVV3s9T#review> then navigate using the "DIG DEEPER" menu item to find the link to "badresume.pdf". Now try critiquing a resume, a sample resume is provided in Handout 1. Print a copy of the resume and make comments of how the resume could be improved. Bring your marked copy to the next meeting.

Deliverable 2: Bring a printed copy of your critique of the sample resume in Handout 1 to the next meeting.



Research Experience and Mentoring

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<http://eqpoint.info/rem>

Use the materials in this module to update your resume. The presentation “The Art of the Elevator Pitch” by Chris Westfall (<https://www.youtube.com/watch?v=GqsWKaR9Q6M>, you can get the main message in the first 1.5 minutes) gives great insight into why you are telling the story of yourself. Your resume activities should complete the charge “Because” of this *achievement or skill*, it shows that I can do *what* “with”, “for”, or “through” others. This means that “spent the summer as a lifeguard” should be recast to show that you can be responsible and trusted for important projects. Provide this connection for the reader of the resume or they may miss the value of your experience in their organization.

Document skills that you developed as a result of each job. Your goal is to convince the reader that you have skills or qualities (such as trustworthiness, dependability, and technical abilities) and potential to contribute (in ways such as learn, plan, and complete tasks). In the Assistant Store Manager example below, you would have had responsibility and probably awkward conversations where you had to tell someone “no”, maybe even a friend. These skills and experiences separate you from your competitors for jobs, this is what employers want to know. Find a style you like, a recurring motif such as “I learned to ...”? could be used for each job.

Assistant Store Manager - A Great Clothing Store (original version)

- Managed a team of workers
- Responsible for opening and closing the store & setting the alarm
- Responsible for handling payments, closing the registers, and safe deposits
- Trained new employees
- Assigned daily tasks to associates
- Resolved customer complaints and assisted workers with resolving complaints

Assistant Manager - A Great Clothing Store (improved version)

- I learned to read, communicate, and apply company policies on attendance, even with more experienced employees.
- I learned to follow the corporate procedures to train new employees but then added a verbal quiz about our store to make sure they understood our layout and correct any misunderstandings.
- I learned to appreciate the Customer perspective in resolving complaints. I found many returns could be avoided or turned into exchanges by understanding the root of their complaint.
- I learned to review the activities of the store for the day and plan daily tasks for the associates

Deliverable 3: Update your resume. Bring a printed copy to the next meeting with Mentor.



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Five-Minute Reflection

Come up with one question to discuss with your mentor (maybe a concept you are unclear on, something you found interesting, etc.)

What information did you feel was the most informative? Least?

What is the difference between a CV and a Resume?

Deliverable 4: Bring a printed copy of your responses to the Five-Minute Reflection to the next meeting.