

RESUME RESOURCES

Step 1: Consider which experiences you want to highlight.

Your experience is not limited to paid work experience. You can include volunteer work, education or certifications and projects!

Activity (1): Write out a list of the experiences you've had - all of them - and circle which ones you think best reflect the role you are applying for.

Activity (2): Compare what you've circled in activity (1) to a job posting (if available) and adjust your list to include the experience you circled with the experience requested on the job posting.

Step 2: Organize your experience in a document.

There is no one format for a resume, but the key is to make it clear.

Activity (3): Take the experiences from your list in activity (1) or (2) and divide the experience into 2 sections, "relevant" and "additional experience".

Activity (4): Consider other ways to organize your experience by using different headings. For example, you might have a "community involvement" section.

Activity (5): Use the resources below to add other sections to your document! For example, "education" or "projects" or "technical skills" (and many other possibilities).

Resources:

- [Resume Formatting](#)

- [Resume Sections to Include and Exclude](#)

Step 3: Add accomplishment statements.

For bullet points that go under experiences, consider using the “accomplishment statements” formula to showcase what you accomplished in your previous roles.

ACTION VERB + **TASK** (*what you did*) + **RESULT**

Example: Developed resources for Low Entropy to promote career development and help clients find and secure employment.

Activity (6): Highlight the action verb, task and result from the example above.

Activity (7): Take any of your experiences from activity (1) or (2) and write out one accomplishment statement using the accomplishment statements formula.

Resources:

- [Accomplishment Statements](#)
- [Resume Bullet Points](#)
- [Action Verbs](#)

Step 4: Tailor your resume to a job description.

Tailoring your resume to specific jobs will help you stand out to hiring managers. This means customizing your resume to meet the needs and requirements of the job.

Activity (8): Highlight the action verbs in a selected job description. Now highlight the tasks, skills and keywords, each in a different colour. What do you notice?

Activity (9): Look at the experiences you identified in activity (1). Which experiences best match the job you are applying for? Update your resume to reflect your *relevant* experiences (the best matches)!

Resources:

- [Identifying Skills](#)
- [Marketing Your Skills](#)
- [Tailoring your resume](#)

