

## Writing Your Best Resume: Student Worksheet

**Goal:** You will review and add to My Experiences on CaliforniaColleges.edu and learn about components of an effective resume in order to craft your own resume.

### Part I: Bell Work

What job, internship opportunity, or volunteer position would you like to apply for this summer? What qualifies you for the job?

### Part II: Introduction

Now,

- Sign in to **CaliforniaColleges.edu**.
- In the search box in the top right corner, type the keyword “resume.” From the search results select **California Colleges Resumes and Interviews** and read the page with a partner, then discuss what you learn. What is your understanding of the different types of resumes?
- In a new tab, open the **Chronological Resume** link. Keep that tab open.
- Return to your tab with **CaliforniaColleges.edu** and find the link to the list of **action verbs**. Open that page in another tab and also keep it open; you should now have three tabs open.

### Part III: Activity

1. Hover on **My Plan** at the top of the page and click on **My Experiences**.
2. Add the activities you do both in and outside of school. These can include school clubs, jobs, support you offer your family, etc. You will enter all the fields you see below.
  - **Type of Experience:** Choose the category that most closely aligns with your experience.
  - **Organization Name:** Name of school (and club, if applicable), organization, company, etc. where you completed your experience. For example, if you write for your school newspaper, the organization name might be Wilson High School Journalism Club.
  - **Position/Title:** Indicate your role (i.e. member, captain, volunteer, etc.)
  - **Leadership Role:** Check if you hold a leadership position.
  - **From/To:** Indicate the time period you participated in each experience.
  - **Hours per Day/Number of Days:** Indicate the approximate number of hours per day you participated in an experience and approximately how many days you committed to the experience.
  - **Description of Activity:** Briefly describe what you did.
  - **Name of Supervisor/Teacher/Advisory/Leader:** Indicate the name of the person who supervised you during your experience.
  - **Supervisor Email:** Indicate the name and email of the person who supervised you during your experience.



Type of Experience	Organization & Position/Title	Date Range	Total Number of Hours (Number of Hours per Day * Number of Days)	Description of Activity	Supervisor/Teacher/Advisor/Leader Name & Email	Edit/Delete
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- You are now going to begin drafting your own resume. Go back to the tab with the chronological resume. List the different sections of a resume:
- Go back to the tab with the action verbs. With an elbow partner, discuss which action verbs can help you distinguish yourself in a resume. List the action verbs you plan to use here:
- Open a Word, Google, or other word processing document and begin your resume. Formatting is important in a resume. Follow these tips to keep your resume clean and readable:
  - Use a basic font like Times New Roman.
  - Your name: **bold**, size 16 font, at the top of your document (center or left alignment).
  - Section titles: **bold**, size 14 font.
  - Your experience titles (i.e. **Player** or **President**): **bold**, size 12 font.
  - All other text (body text) should be size 12 font.
  - Your experience titles and body text should be the same font size.
- Create the next three section titles: Objective, Education, and Skills. Add details to those sections.
- Create the Experience section(s) titles. You may choose to have one section titled “Experiences” and highlight all your activities there. This is a good option if you have between one and four activities to list. If you have more than four activities to list, you may consider adding two additional sections, titled “Leadership” and “Volunteer Experience,” to separate out those activities.
- Add your first activity to the Experience section. Follow the format from the chronological resume sample. You will describe your experience in one to two short sentences using bullet-points. This is where you use action verbs to effectively describe your activities. Spelling and grammar matter in resumes; be sure to proofread your work.
- Before adding your next activity, share the description of your first activity with an elbow partner. Together, make any revisions so your description stands out.
- Return to your own resume and continue working on it until your teacher gives you other instructions.
- When your resume is complete, upload it to **CaliforniaColleges.edu**. Hover on **My Plan** at the top of the page and click on **My Documents**. Follow these instructions to upload your resume:
  - Click on **Upload New Document**.
  - In **Select Document Type**, choose **Career: Resume**.
  - Drop your resume file into the box or click **Choose File** to select the file from your hard drive.
  - Click **Submit**.

### Part III: Reflect

- Go to **My Plan** and then **My Journal**. In the **Career Journal** section, find **prompt #09**:  
*“Which skills did you highlight in your resume? What other skills have you gained this year that you believe will help you in college or in your career? How do you intend to continue your personal and academic growth in your senior year?”*
- Respond to the above prompt. Follow your teacher’s instructions if they assign a different prompt.