**Resume Bullets Activity- Faculty Instructions**

**Module 7: Career Preparation – Becoming Employable**

This activity will challenge students to assess where they are in the process of being able to show employers that they’ve demonstrated the skills critical for employability outside the classroom. The module had students think about whether they had done anything outside the classroom yet to demonstrate each skill, and if they had, jot down what it was. This activity will take that a step further by having students figure out how to put that information on a resume and explain to employers how they used the skill. It will also teach students about how to compose resume action statements, and give them a head start on future resumes.

*Optional:* Have students bring an updated resume to class on the day you will do this activity. The resume must be current, with all jobs, internships, volunteer experiences, Service-Learning projects, involvement in clubs/organizations or other extracurricular activities, research experience, study abroad, major/relevant class projects, and professional memberships listed. The important thing is just to bring an updated resume with all those experiences included, however, and students don’t need to spend a lot of time perfecting their resume for class, as it will not be graded. (You may want to walk around and check off that each student has their resume, though.) While not critical for this activity, having a resume in front of them will make the activity easier to complete, and will also help them to see how this activity is a chance to work on their real resume, not just an exercise.

Give out the Describing Your Professional Skills worksheet. If, after reading through the worksheet, you feel comfortable with the topic of how to compose an effective resume action statement focused on demonstrating a skill, you may wish to spend a few minutes going over this topic with your class before they get started. If not, make sure students read the information on the worksheet, which will cover all the basics they need to know.

Using the guidelines on the worksheet for composing a resume bullet (action statement describing a particular experience), students will complete the worksheet, composing bullets for as many skills as they have been able to demonstrate outside the classroom thus far. Encourage students to try to write at least one statement for each skill they have been able to demonstrate through one of their experiences. For the purpose of this activity, it is more important to have come up with one statement for as many skills as possible than to have several statements for one skill, but not get to all of them.

Once students have completed the worksheet, ask for volunteers to share one of their bullet points with the class. If it is a strong bullet point that follows the guidelines, commend the student and point out something you thought they did really well in that statement. If the bullet needs some work, point out an area in which it could potentially be improved upon, and ask for volunteers to brainstorm alternative options for wording, things to include, etc.

Describing Your Professional Skills

***Instructions:*** In this activity, you will be creating resume bullet points for yourself. A resume bullet is an action statement that describes a particular experience on your resume. (Picture a bullet point underneath a job in which you describe a key task you performed in that job, for example.) This will help you to start incorporating the skills critical for employability into your resume.

**How do I Write an Action Statement?** An action statement is a descriptive statement that begins with an action verb. An action statement describing a task would be something like *“Provided customer service over the phone to students requesting appointments.”* Writing an action statement describing a skill is a little trickier, however. Remember that employers want to know HOW you’ve used that skill, and what proves that you’ve used it successfully. Therefore, your statement should include the skill, the task you did in which you used that skill, and when possible, what the result was.

For example, if “customer service” was the skill you were trying to demonstrate, your statement might say *“Utilized customer service skills in scheduling appointments over the phone,”* or *“Received high customer satisfaction ratings for customer service provided to students calling to schedule appointments.”*

**Guidelines:**

* Do not use complete sentences or personal pronouns like “I.”
* Your action verb should be in either simple past or present tense, depending on whether you are still currently doing that task. For example, if you’re describing past job, you would say “Utilized customer service skills…,” whereas if you were describing a current job, you would say “Utilize customer service skills...”
* Remember to include the skill, the task in which you used the skill, and when possible, the result. Adding in the result always makes the statement much more meaningful to employers because it PROVES you can use that skill successfully.

Compose at least one action statement that could go on your resume for each of the critical professional skills you’ve had a chance to demonstrate outside the classroom so far. Also write down the specific experience that statement would be listed under on your resume. Remember to consider all jobs, internships, volunteer experiences, Service-Learning projects, involvement in clubs/organizations or other extracurricular activities (don’t forget sports), research experience, study abroad, major/relevant class projects, and professional memberships.

**Skill: Perform with Integrity ⎪** The experience I’ve demonstrated this skill in: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Action Statement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Skill: Solve Problems ⎪** The experience I’ve demonstrated this skill in: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Action Statement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Skill: Manage Time and Priorities ⎪** The experience I’ve demonstrated this skill in: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Action Statement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Skill: Take the Initiative ⎪** The experience I’ve demonstrated this skill in: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Action Statement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Skill: Think Critically ⎪** The experience I’ve demonstrated this skill in: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Action Statement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Skill: Analyze, Evaluate, & Interpret Information ⎪** The experience I’ve demonstrated this skill in: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Action Statement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Skill: Contribute to a Team ⎪** The experience I’ve demonstrated this skill in: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Action Statement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Skill: Effectively Communicate Orally ⎪** The experience I’ve demonstrated this skill in: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Action Statement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Skill: Build & Sustain Professional Relationships ⎪** The experience I’ve demonstrated this skill in: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Action Statement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_