

## Build your resume (30 minutes)

In this activity, you'll work on actually building your resume based on the three most common resume formats: chronological, functional, and combination.

The **chronological resume** format is what the majority of people use to create their own resume. Chronological resumes begin with your contact details and resume introduction, but then immediately move into your most recent work experience. Because hiring managers care a lot about your work experience (if you have any), featuring this information near the top helps them evaluate your application quickly.

The **functional resume** format focuses on your relevant job skills. Unlike a chronological resume, the functional format ignores when and where you learned your skills. Instead of focusing on your work history, functional resumes are used to list your strongest resume skills at the top.

A **combination resume** is a blend of the chronological and functional resume formats. Combination resumes:

- Lead with a core skills section (like a functional resume)
- End with a detailed work experience section (like a chronological resume)

Start drafting a resume that demonstrates your strongest skills and most relevant experiences using the provided template.

Consider the “What + So What?” formula as you work on drafting accomplishment statements for your resume:

- What = The task you accomplished or were responsible for
- So What? = The result or impact of your actions, or the rationale behind what you did

Here are a few examples:

Peer Math Tutor: “Helped fellow high school students understand and apply key math concepts and prepare for their exams. Succeeded in helping my tutees raise their math grades by an average of 20%.”

Assistant Childcare Supervisor: “Established a safe, enjoyable, and enriching environment for children aged 5-12 by designing, preparing, and leading a variety of indoor and outdoor activities, while following appropriate safety protocols.”

Blood Center Volunteer: “Designed a PowerPoint presentation and a poster summarizing how and why to participate in the local blood drive, to raise awareness about the importance of blood donation in our community.”