

# Developing your resume content (30 minutes)

The best way to show an employer what you can do for them is to tell them what you've already accomplished. That's why it's so important to not only tell potential hiring managers what you've done in your past roles, but also the impact of your actions.

In this activity, you'll write accomplishment statements for your resume and review your statements with a partner.

## What's an accomplishment statement?

Your accomplishment statements should follow a formula: What + So What?

- 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

You should use specific examples and quantify results when you can to show the scope of your work. 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."

## 1. Draft your accomplishment statements using the prompts below.

- Look over each ability (management, communication, etc.). For each ability, highlight or circle up to three verbs that you could apply to something you've done in school or at work.
- Write a short sentence using highlighted verbs to describe what you did and how it turned out.

For example:

"I organized a successful phone campaign to sell ads in the school newspaper"

"I collaborated with a graphic artist to create a new phone app."

**Highlight up to three ability verbs...**

<b>Management</b>	delegated developed directed evaluated improved increased organized planned produced reviewed scheduled coordinated
<b>... to describe things you've accomplished</b>	

<b>Highlight up to three ability verbs...</b>	
<b>Communication</b>	arranged collaborated corresponded developed directed drafted edited persuaded promoted publicized recruited translated
<b>... to describe things you've accomplished</b>	

<b>Highlight up to three ability verbs...</b>	
<b>Research</b>	clarified collected critiqued evaluated examined identified interpreted

	interviewed organized reviewed summarized
<b>... to describe things you've accomplished</b>	

<b>Highlight up to three ability verbs...</b>	
<b>Technical</b>	assembled built designed maintained operated programmed remodeled repaired
<b>... to describe things you've accomplished</b>	

<b>Highlight up to three ability verbs...</b>	
<b>Creative</b>	acted created customized designed directed established integrated

	introduced originated performed planned
<b>... to describe things you've accomplished</b>	

<b>Highlight up to three ability verbs...</b>	
<b>Helping</b>	assisted coached demonstrated educated familiarized guided motivated referred represented
<b>... to describe things you've accomplished</b>	

<b>Highlight up to three ability verbs...</b>	
<b>Organizing</b>	approved arranged collected compiled implemented monitored

	organized prepared
<b>... to describe things you've accomplished</b>	

**2. Get with a partner and share your draft Accomplishment Statements.** Give feedback on your partner's accomplishment statements, keeping in mind the What + So What? formula. Get feedback on your own statements.

Feedback notes: