

Self-Assessment (5 minutes)

You can use this handout to reflect on the activity/ies and set goals for yourself.

On a scale of 1-5, how prepared do you feel to draft and tailor your resume for a potential employer?

(Circle one: 1 = not confident, 5 = ready to write my resume right now)

1

2

3

4

5

What aspect of the resume-writing process do you feel most confident about?

What part of your resume do you want to work on next?

What do you need more help with?

Other questions to keep in mind as you work on your resume:

- Will my resume stand out in a pile?



- Have I considered the employer’s perspective?
- Have I shown the employer I can do the job?
- Do the headings I use and their order reflect what is most important to the position?
- Do my bullet points include details about the quality and impact of my past work—the “So what?”
- Can I say the same thing with fewer words?
- Is it free of spelling and grammar errors?
- Have I asked someone to proofread it and offer feedback?
- Is my name and key contact information up-to-date and clearly visible on every page?
- Is the text (font and size) easy to read?
- Is there enough white space?