

# Resume Brainstorming Worksheet

**The first step in starting a resume is to brainstorm.** Think of all the opportunities you have had to gain experience and skills, regardless of the length of time, whether it was paid, title, or responsibilities. Afterward, reflect on what you achieved in each experience. What did you do and what was the outcome? *E.g. Chatham Student Government – Conducted surveys of students regarding satisfaction with study space options and compiled a report analyzing results.*

Do not worry now about whether it is the “right” or best experience to include on a resume. This exercise encourages you to be really broad and creative in your thinking.

<p><b>Professional</b> (part-time or campus jobs, summer positions, internships)</p> <p>Accomplishments:</p>	<p><b>Academic</b> (class projects, research opportunities, study abroad, classes)</p> <p>Accomplishments:</p>
<p><b>Campus</b> (student organizations, leadership roles, athletics)</p> <p>Accomplishments:</p>	<p><b>Personal</b> (Activism/advocacy, religious/spiritual involvement, volunteer position)</p> <p>Accomplishments:</p>
<p><b>Awards / Recognition</b> (Academic, athletic, service, leadership, certifications)</p> <p>Accomplishments:</p>	<p><b>Achievements</b> (Anything for which you are most proud)</p> <p>Accomplishments:</p>
<p><b>Skills</b> (What skills have you developed in any of the above?)</p>	

# Resume Essentials

Resumes are **viewed by employers for under a minute. That means that your content must be compelling, concise, and relevant to each employer's needs and the job for which you are applying.** Competencies and skills must be clearly defined in your descriptions and should match the job description as closely as possible.

Communicating your work ethic in your resume is also a must.

## The Professional Resume

### Create Your Master Resume First

- Use the Resume Worksheet to write down ALL of your experiences including jobs, education, volunteer work, leadership activities, honors/awards, etc.
- Your resume is a living document that should be revisited and updated as you gain new experiences.

### Demonstrate Skills and Competencies

- Your resume is a list of the competencies and accomplishments in the context of your job duties!
- Research additional field-specific competencies you have and add those to experience descriptions.
- Use action verbs to highlight your accomplishments and work ethic

### Quantify and Qualify Your Achievements

- Utilize quantities and specific outcomes to describe your responsibilities, skill set, and accomplishments.
- Think of The Golden Formula

### Customize Your Resume for Each Job

- Tailor the order and content of your experiences by using keywords from the job description/field of interest to describe your experiences.
- Review other similar job descriptions to better understand the jobs/internships you are interested in.
- Research each company and understand what they do, how they do it, and what the company culture is like.
- Use the Professional Job Description Worksheet to carefully analyze job requirements and match them to yours.

### Always Have Another Set of Eyes

- Employers are likely to pass over a resume with minor grammatical or typing errors.
- Try to have at least 3 people review it before you send it. Resources include the Career Development Office, OAAR, a mentor, friends or family

## The Targeted Resume

Over the course of your education at Chatham, you will engage in experiences that will enable you to reach your evolving career goals.

**Stage 1** – Your master resume will be your first. You'll list your experiences in chronological order and learn to write skill and accomplishment-based descriptions.

**Stage 2** – Your next resume(s) will include your evolving experiences that will be relevant to the next experiential learning or job opportunity you seek.

**Stage 3** – As you gain experience in your major and develop professional competencies, you'll create resumes that list a summary of your qualifications and relevant experiences for job/internship applications.

### Targeted Content

- Once you know how to write a resume in Stage 1, your next resume should target your experiences to the particular experiential learning or job you are seeking.
- Utilize headings such as Qualifications, Relevant Experience, Additional Experience, Leadership Experience, Awards/Honors, etc...

### Format

- Do not use a template for a resume!!! Format your resume in Word so you can make small format and design changes.
- Follow the format suggestions on the back for details about the layout. Make it simple, clean, and well-organized.

### Writing Tips

- Write in the third person. Don't use I, me, or my.
- Write out all numerals up to & including the number nine.
- Create your descriptions in a bullet format.
- Use action verbs to convey your professional skills, competencies, and values such as your work ethic, effectiveness, enthusiasm, and confidence.

# Resume Sample

## Carson Cougar

Pittsburgh, PA 15232 - 740-769-2801 - CarsonCougar@chatham.edu

### **Education**

Bachelor of Science in Biology, Minor in Psychology  
Chatham University, Pittsburgh, PA

**Expected:** April 2025

### **Relevant Experience**

#### *Exploration Station Intern*

Carnegie Science Center, Pittsburgh, PA

June 2024 - August 2024

- Gained a thorough understanding of science concepts behind exhibits, demonstrations, and animals
- Employed observation and inquiry-based education to teach guests science concepts
- Engaged guests in scripted floor demonstrations
- Carefully handled and presented live animals for touching and observation
- Provided exceptional customer service by greeting guests promptly and responding to customer inquiries and concerns

#### *Student Ambassador*

Chatham University

August 2021 - August 2023

- Enthusiastically led campus tours for prospective students and families and thoroughly answered any and all questions
- Hosted five prospective students by providing overnight accommodations and companionship at various campus activities

#### *Volunteer Recreational Assistant*

Lakemount Park, Altoona, PA

June 2021 - August 2021

- Developed and implemented fun and educational activities for 20 children ages four to nine in five week-long camps

### **Additional Work Experience**

#### *Lifeguard*

Chatham University Athletic and Fitness Center, Pittsburgh, PA

August 2023 - Present

- Promptly and attentively answer guest questions about facility offerings • Maintain pool operations by effectively enforcing policies and procedures
- Immediately respond to emergencies and utilize emergency safety skills as needed

#### *Medical Telephone Operator*

Answelink, Inc. Amsterdam, PA

September 2019 - August 2021

- Effectively managed telephones, answered various questions related to patient needs, directed calls, and paged doctors with timely orders

### **Volunteer Experience**

#### *Information Desk Attendant*

Altoona Hospital, Inc. Amsterdam, PA

November 2019 - August 2019

- Promptly and accurately provided information to all visitors seeking assistance

### **Leadership and Activities**

- Chatham University, Orientation Leader for First-Year Students
- Chatham University, Student Government Representative

August 2020 - Present

January 2020 - Present

### **Skills and Certifications**

- Computer: Windows and MAC, Word Processing, Database Creation and Management Microsoft Office: PowerPoint, Excel, Word, Access
- Certifications: Automated external Defibrillator and Cardiopulmonary Resuscitation (AED and CPR) 2021
- Red Cross-Certified Lifeguard 2019