<u>Résumé Language Worksheet: writing effective sentences to describe your experiences in your résumé</u>
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Résumés have a unique style of writing: <mark>write in the first person, but omit the subject (I).</mark> Instead of starting a sentence with the subject, use an action verb (example: ~~[I]~~ Assist students with resume writing). This worksheet is an exercise that will help you to write clear and concise sentences for your work, activities, and volunteer experiences. Keep in mind that you are writing for your reader's understanding (the hiring authority, human resources, etc.). You know what you did in each job, however, it is more important that your reader have a clear understanding of your job duties. Use the back of this page to start gathering information about each of your jobs.

1. <u>Brainstorm</u> a list of all of your major job duties and responsibilities for each job/activity. Simply start by making a list of these duties. Do not write sentences at this point.
    Examples of duties: phone calls, events, lab experiments, tours, tutoring, presentations, displays

    YOUR EXAMPLES:

2. <u>Rank in order</u> the above duties according to the most important/relevant to the type of job you are applying.
    Examples: 1) After-school tutoring, 2) lab experiments, 3) presentations, 4) tours, 5) events, 6) displays

    YOUR EXAMPLES:

3. <u>Elaborate</u> on each of your short statements by using this sentence strategy: <mark>Start with an <u>action verb</u> + <u>insert the task/duty</u> + <u>explain how it was done/accomplished</u> + what the <u>purpose</u> is and/or what was the <u>result</u>.</mark> The best résumé job description sentences focus on the results or accomplishments. Whenever possible, quantify your duties and results.
    Example: Assisted with implementing an after-school tutoring program for 20 at-risk middle school students using cooperative learning teaching techniques that resulted in an 80% increase of reading comprehension grade levels.

    YOUR EXAMPLES: