



Classroom Activity: How to Enhance the Resume “Experience” Section

You can make any job, no matter how mundane, jump off the page. It all starts with one question: Where’s the drama?

Every job has moments of stress or high emotion. Those are ideal opportunities to demonstrate HOW you’re a hard worker, team player or dependable. Employers are like the rest of us: they want to be entertained.

Scenario:

You apply for a job and need to include your resume. Before you send off the application, you decide to refresh the resume “Experience” section by adding in details that make the work you do (or did at a previous job) more interesting.

Instructions:

- Identify one section of your “Experience” and focus on the bullet points beneath the job.
- Refer to pages 209-211 of *Wait, How Do I Write This Email?* for examples of how to add numbers to your bullet points. Make particular note of “Shannon Jones” and how she improved her bullet points (page 210).
- Then, modify your bullet points by focusing on the challenges you overcame in the job. Make sure to include numbers, statistics and other pieces of data whenever possible to strengthen your case.
 - o Ask yourself questions like: How many people did I help? How much money did we raise? How many hours did I put in? How big was the crowd?

Be ready to share your resume “Experience” section and the changes you made.