



Teacher Notes: How to Enhance the Resume “Experience” Section

Every resume contains an “Experience” section, but too often we tell students to include details that make them sound like everyone else. The exercise here teaches students to think hard about what they accomplish(ed) on the job and describe themselves in a way no one else can.

The impact:

The students will improve a section of a resume employers often gloss over because they expect to see it done in a typical fashion.

Skills the students learn:

- Strong writing
- Attention to detail
- Critical thinking

Notes for each exercise:

- Have each student refresh at least one job in the resume “Experience” section. To do that, the student must improve each bullet point underneath the job.
 - o Follow the instructions closely on page 210 for the fictional job applicant named “Shannon Jones.”
 - o Use the before/after resume bullet points from “Shannon Jones” as the guide.
 - o Tell your students to explain how the job is/was challenging and how they can include numbers (How much? How many?) to make the work stand out even more.

Questions to ask:

- How did you change your resume “Experience” section to show the drama or challenge on the job?
- How did you include numbers, statistics and data to prove how much, how many or how often as it relates to the job?