



# BRAINSTORM ACTIVITY

## RESUME CONTENT WRITING

For this activity, refer to the Competency Activity and Sample Behaviors Checklist from the Building a Career Foundation Course.

Based on the experiences you have listed on your resume, what can you write about for your bullets? These questions will help you generate ideas.

**Directions:** Answer these questions, honestly and thoroughly. The point of these questions is to help you think about yourself, your competency abilities, your accomplishments.

### General

- What competencies are your strongest 3 (refer back to the Career Readiness Competency Activity)?
- Are these 3 reflected on your resume?
- Which experience(s) on your resume did you utilize these competencies?
- How do you want to stand out to employers? What strengths of yours do you want to highlight?

**continued**

- What competencies (critical thinking, communication, teamwork, technology, professionalism, leadership, equity & inclusion, career & self development) are the most important in your field (look at some job postings if you are unsure)?
  
- When did you use each of the competencies? Think of a time when you used....
  - Critical Thinking -
  
  - Communication -
  
  - Teamwork-
  
  - Technology-
  
  - Professionalism-

### **Specific Experience**

**Now choose one experience listed on your resume (one job/internship, activity, or athletic team...). Answer the following questions about this one experience (for now).**

- What challenges did you face and how did you solve them?

**continued**

- What goals did you meet and how did you achieve them?
- What did your supervisors, professors, classmates, or teammates complement you on?
- What did you create or produce?
- What did you do that was above and beyond your normal duties (for instance did you help train new staff)?
- What do you do better now than before you started the experience?
- What were any measurable results from that experience?
- What was your proudest moment during that experience?
- What competency (critical thinking, communication, teamwork, technology or professionalism) did you utilize the most?

Later you will want to do this for each experience listed on your resume. For now, return to the lesson.