

1.



Activity introduction

This activity will help you apply your resume building skills for your job search. In this activity, you'll draft a resume that highlights your new UX skills and helps introduce potential employers to the skills, experience, and accomplishments you have to offer them. You'll then add these updates to your LinkedIn profile so you're set up when you're ready to apply to UX design jobs.

After completing this activity, you'll have the opportunity to compare your work to a completed exemplar in the following course item.



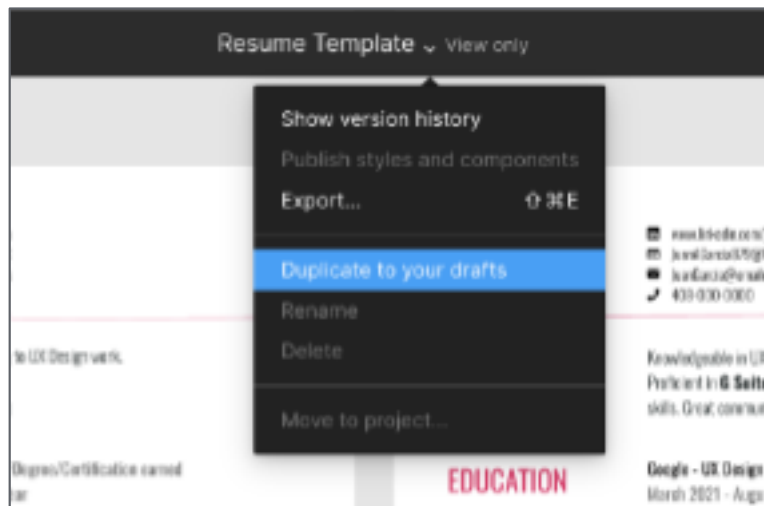
Step-by-step instructions

Step 1: Access the template

If you are creating your resume in Adobe XD, access the template by [clicking here](#) and then click the download icon in the top-right corner to download. Open up the file in Adobe XD to start filling in the template.

If you are creating your resume in Figma, follow the steps below.

- . Access the template by [clicking here](#)
- . Find the file name at the top of the screen and open up the dropdown menu
- . Click "Duplicate to your drafts"
- . This will open up a copy of the template for you to edit.



Both of these templates are starting points. Feel free to edit them to reflect what you need and to fit with your personal brand.

Step 2: Enter your contact information

At the top of your resume, enter your name, email address, and phone number. Below your name, include your desired job title (e.g. UX Designer). It's also a good idea to share a link to a social media site that you use for business, such as LinkedIn, along with a link to your portfolio.

Step 3: Add your skills

This section will help you stand out as a candidate with employers as you share your technical and soft skills. As a reminder, technical skills are things like Figma and Adobe XD, as well as design knowledge, like wireframing and visual design. Soft skills are things related to communication or collaboration, like critical thinking, team building skills, and more. Explain these skills in a statement that begins with an adjective. Here are some examples:

Proficient in UX Design tools: Figma, Adobe XD, and Sketch

Proficient in Slack and Skype

Great communication skills within a team

Fluent in Spanish

Step 4: Share your experience

Now add your job experience. Follow these steps for each position you've held:

- . Enter the name of the company you worked for and the role you held there.
- . Next, add the month and year that you started the job, and the month and year you ended the job. You should write "present" if you are still employed at the company.
- . Next, add a couple of lines describing your experience. Make sure to start the sentence with an action verb, like "designed" or "managed." A great way to find action verbs is to search the internet for a list of resume action verbs.
- . Continue entering all of the relevant jobs you've had, starting with the most recent at the top. Remember, you're aiming for a finished resume that's no longer than one page in length, so if you've had many jobs, only list the most recent or relevant work experience. Try to cut down what you include to only information that your prospective employer needs to know for the role. Be concise!

Step 5: List your education

Enter the highest degree you've earned, whether it's a GED, high school diploma, associate's degree, bachelor's, or others. You can also include other relevant education, whether through a university or an independent program. Make sure to note your area of study, the number of units you completed, or the year of graduation. You should also list any certificate programs, like this one! To show that your certificate education is still in-progress, include "Present" instead of a completion date.

Step 6: Save your work

As you complete these activities, remember to:

Save all of your work to your computer, a hard drive, or a Google Drive folder to make sure you have all the resources you'll need later in the course for your portfolio. If you're using Adobe XD or Figma to create your resume, you will need to export your finished resume to submit to job applications.

Step 7: Update your LinkedIn

Remember when you set up your LinkedIn profile in the first course of this program? You can now update your LinkedIn profile using the UX design resume you just created and your portfolio website. If you haven't created your LinkedIn profile, we encourage you to go back and complete the [insert Activity title and link] activity from Course 1.

If you already have a profile set up, first, go to the [LinkedIn](#) homepage. Once you're logged in, access your profile by clicking the Me icon in the top-right corner and selecting View Profile. From here, you can make edits to any part of your profile. Navigate to Contact Info in the introduction card at the top of your profile. This is where you can add your portfolio website. Visit [this link](#) for more detailed directions on adding a website to a LinkedIn profile. We also suggest you take this opportunity to revisit your headline and make sure it's aligned with your goals as a UX designer. For example, if you have discovered any areas of UX design that you're specifically drawn to or proficient at, you might want to reflect this specialization in your headline.

The skills you've been working so hard on developing throughout this program should be showcased on your LinkedIn profile. The best place to add these skills is in the About section. Take a look at the skills you included in your resume and identify the most important ones to incorporate into your About summary on LinkedIn. Some tips to keep in mind as you write this section are:

Tell a clear and concise story about you as a UX designer.

Highlight key skills and specialties essential to the position you're seeking. Feel free to include a bullet-point list of skills so that it's easy to read.

Now, using the resume you created in this activity, update the experience section of your LinkedIn profile. Although your resume should be tailored to each job application, the information on your LinkedIn profile can aim for the general UX position you're seeking. Add the job experience from your resume to your LinkedIn profile. If you followed the steps in this activity, it should be as simple as copying and pasting each job description! Finally, always make sure you're presenting a consistent brand as a UX designer. Check that the experience you listed supports the headline you wrote.

Step 8: Reflect on the completion of this activity

Be sure your resume:

Is no longer than one page in length

Includes some basic contact information

Shows recent, relevant experience - like the UX projects you've been completing as part of this certificate

Highlights some skills and tools you know - such as the ones you've learned in this certificate

Includes your education, additional relevant professional history, and skills or hobbies

Make sure your LinkedIn profile meets the following criteria:

Includes a link to your portfolio website

Shows recent, relevant experience - like the UX projects you've been completing as part of this certificate

Highlights some skills and tools you know - such as the ones you've learned in this certificate

Includes your education, additional relevant professional history, and skills or hobbies