

Resume Building Practice Worksheet

Develop strong resume content using action verbs and quantifiable achievements

Part 1: Transforming Weak Bullet Points

Exercise 1: Using Action Verbs

Transform these weak resume bullet points into strong ones using action verbs.

Before:

"Was responsible for customer service"

After:

Rewrite using an action verb...

//

Before:

"Helped with social media"

After:

Rewrite using an action verb...

//

Before:

"Did data entry work"

After:

Rewrite using an action verb...

//

Strong Action Verbs: Managed, Created, Developed, Implemented, Analyzed, Coordinated, Resolved, Trained, Increased, Reduced, Generated, Designed

Part 2: Adding Quantifiable Achievements

Exercise 2: Making Achievements Specific

Add specific numbers, percentages, or metrics to these bullet points.

Example:

Before: "Increased sales"

After: "Increased monthly sales by 25% (\$5,000) through targeted upselling techniques"

a) Transform: "Improved customer satisfaction"

Add specific metrics...

//

b) Transform: "Managed a team of employees"

Add specific numbers...

//

c) Transform: "Reduced costs"

Add specific amounts or percentages...

//

d) Transform: "Handled customer inquiries"

Add volume or efficiency metrics...

//

Quantifiable Elements: Dollar amounts, percentages, time saved, number of people/customers, volume processed, rankings, awards

Part 3: Writing Your Own Content

Exercise 3: Your Experience Inventory

List your experiences and transform them into strong resume bullet points.

a) List THREE jobs, volunteer positions, or activities you've participated in:

1. _____
2. _____
3. _____

//

b) For your first experience, write THREE strong bullet points:

- [Action verb] + [Task] + [Result/Impact]
-
-

//

c) For your second experience, write THREE strong bullet points:

- [Action verb] + [Task] + [Result/Impact]
-
-

//

Part 4: Professional Summary Development

Exercise 4: Crafting Your Summary

Write a professional summary (2-4 sentences) that highlights your key qualifications.

a) List your TOP 3 skills or qualifications:

1. _____
2. _____
3. _____

//

b) What type of position or industry are you targeting?

Describe your target role...

//

c) Write your professional summary:

[Descriptive phrase] [field] student/professional with [X] experience in [relevant area]. [Key achievement or skill]. Seeking to leverage [specific skills] in a [target role/industry].

//

Example: "Detail-oriented accounting student with 2 years of experience in accounts receivable and financial reporting. Proficient in Excel, QuickBooks, and data analysis with proven accuracy in processing 200+ transactions weekly. Seeking to leverage analytical skills and attention to detail in a staff accountant position."

Part 5: Personal Branding

Exercise 5: Developing Your Brand

a) What three words best describe your professional self?

1. _____ 2. _____ 3. _____

//

b) What makes you different from others in your field?

Describe your unique value proposition...

//

c) Write a personal brand statement (1-2 sentences):

Example: 'I help small businesses grow their online presence through data-driven social media strategies and engaging content.'

//

d) How will you ensure consistency across your resume, LinkedIn, and other professional materials?

Describe your brand consistency strategy...

//

Part 6: Resume Checklist

Final Review

Use this checklist to review your resume before submitting:

- ☐ Contact information is complete and professional
- ☐ Email address is professional (not nickname-based)
- ☐ Professional summary is tailored to target position
- ☐ All bullet points begin with action verbs
- ☐ Achievements include quantifiable results where possible
- ☐ Education section includes relevant coursework/honors
- ☐ Skills section reflects job requirements
- ☐ Formatting is consistent throughout
- ☐ No spelling or grammatical errors
- ☐ Resume fits on one page (for entry-level)
- ☐ File is named professionally (FirstLast_Resume.pdf)

Reflection Questions

1. What was the most challenging part of writing strong bullet points?

Your reflection...

//

2. How will you track your achievements going forward to make future resume updates easier?

Your answer...

//

3. What aspect of your personal brand do you want to develop further?

Describe your development plan...

//