Activity Exemplar: Get started on your project management resume
Here is a completed exemplar along with an explanation of how the exemplar fulfills the expectations for the activity.

Completed Exemplar

To view the exemplar for this course item, click the link below and select "Use Template."

Link to exemplar: Project Management Resume ⬀

OR

If you don't have a Google account, you can download the template directly from the attachment below.

📎 Activity Exemplar_ Project management resume
DOCX File

Assessment of Exemplar

Compare the exemplar to your completed resume. Review your work using each of the criteria in the exemplar. What did you do well? Where can you improve? Use your answers to these questions to guide you as you continue to progress through the course.
Let's review each of the resume elements:

Contact information: The resume includes your name, location, phone number, and links to your email address, professional social media account, and website (if you have one).

Professional summary: A short summary of one to three sentences that clearly states why you are the best candidate for the position. It should highlight the most important things you want the reader to know about you.

Core competencies: A bulleted list of the most relevant skills related to the position you're applying to. For example, Sophie helped run events at a bookstore and communicated that as "event planning and oversight."

Professional experience: A list of at least three of your past positions in reverse chronological order and descriptions of your responsibilities and accomplishments. They should be tailored to the job description and highlight concrete results using the P.A.R.I.S. framework. For example, Sophie coordinated events at the bookstore and wrote, "Coordinated weekly readings and other events, including author communication, marketing and social media, stock ordering, event setup and breakdown; events increased average revenue by ~27% on event days."

Education and certifications: Any degrees you hold and the Google Project Management Certificate.

Format and clarity: The formatting is clear and consistent and the resume is easy to read.

✓ Completed