**Resume Review Activity**

In this active learning activity, students will develop a resume/CV and engage in peer review of a classmates’ resume. This activity was created to encourage guided resume/CV development and meta-reflection to enhance resume quality.

**Objective**: Students will be able to provide feedback on the structure and content of their peer’s resume.

**Instructions:**

1. Review an [example of a resume](https://career.uga.edu/resume_examples) or [CV](https://career.uga.edu/uploads/resume_templates/CV.pdf) Note the following:
   1. The organization or structure of the resume/CV.
   2. Tips regarding create quality content
2. Using the [resume template](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fcareer.uga.edu%2Fuploads%2Fresume_templates%2Fbasic_resume.docx&wdOrigin=BROWSELINK) or [CV template](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fcareer.uga.edu%2Fuploads%2Fresume_templates%2FCV.docx&wdOrigin=BROWSELINK), create a draft of your resume or CV.
3. Exchange your documents with a partner.
4. Read your partner’s resume to evaluate structure (i.e., organization)
   1. Review the checklist below. Note which structural elements of the resume are present. Add any notes on how the peer may better organize their resume.
5. Review the reflection question below to evaluate quality of content in the resume. Highlight areas of the resume that can be improved and notate they ways in which it can be improved.
6. Share uplifting feedback with the peer.
7. Submit your completed activity to your instructor.

**Part 1: Is the resume organized correctly?**

*1. Put a check mark beside every element that is present in this resume draft that your peer provides.*

|  |  |
| --- | --- |
| **Put an “X” for each element that is present.** | **Elements of a General Resume** |
|  | A heading (Name, email, general location) |
|  | Objective statement (this is optional) |
|  | Education in reverse chronological order, with the most recent degree being listed first. |
|  | Professional Experiences (relevant work history, volunteer history, major projects, etc.) listed in reverse chronological order, with the most recent experience being listed first. |
|  | A date range for each experience |
|  | A skills or proficiencies section with relevant skills listed. |
|  | Consistent font size |
|  | Professional font type (e.g., Times new roman) |
|  | ½ in to 1 in margins |
|  | Dark Font |
|  | Content of the experiences are described in bullet point format. |

*2. Which element does author need to improve? In what ways? Are there any other suggestions your peer should consider based on the resume outline you initially reviewed.*

**Part 2: What is the quality of the experiences that are listed?**

*3. Now, your will review each bullet points.* Bullet points should encompass most, if not all, of the components below:

* **Task**: Each experience articulates the role title, company/organization, responsibilities, tasks, and activities completed for each role.
* **Skill**: Each experience articulates the skills that were use and/or developed during the experience.
* **Quantity**: If applicable, the experience emphasizes quantity (I.e., quantifies service). For example, the author included how many people were served, how many hours were worked, or the amount of payroll that was processed.
* **Result**: The author clearly communicated the impact of their commitment and execution of that position.

Highlight the bullet points that the author could improve and notate which element is missing or could add to the value of the experience being reported.

**Part 3: Share your feedback in a positive uplifting way using the L.I.F.T. approach.**

L: **List** the ways the author did meet the requirements and expectations of a well-crafted resume.

*Example: “Your organizations followed all recommendations! You correctly ordered experiences in reverse chronological orders! Wow-I did not know you spoke that many languages?!”*

I: Be clear about the **intentions** of the feedback that you are going share and why.

*Example: “I did notice that you did not provide many details in one area, and I want to bring your attention to this because I think people should know more about your ability to do this task.”*

F: Deliver **feedback** in a way that your peer can take action.

*Example: “I think you can use a better action verb here. / Your may consider adding how many students you tutored while you volunteered.”*

T: At the end of the exchange and feedback, **tell** one another what you learned from their feedback and your first step to improving your resume.

*Example: “I really appreciate how thoroughly you read though my experiences! I will work on improving how I incorporate my skills in the bullet points going forward.”*