

RESUME ACTIVITY

Objective

The objective of this resume activity is to empower students to create a well-crafted one-page resume that effectively showcases their unique qualities, skills, and achievements. By the end of the assignment, students should be able to:

1. Identify the key sections and components of a one-page resume.
2. Evaluate and prioritize their experiences, skills, and accomplishments relevant to their career goals.
3. Tailor their resume to align with specific job descriptions and requirements.
4. Understand the importance of formatting, design, and visual appeal in resume presentation.

Assignment

Develop a one-page resume following the format recommended in the [UGA Career Center's Resume Examples](#).

- Utilize bullet points to present information in a concise and easy-to-read format, focusing on achievements and outcomes rather than just listing responsibilities.
- Employ strong action verbs to describe your experiences.
- Incorporate quantifiers such as numbers, money amounts, or percentages whenever possible. These quantifiable details stand out to employers and provide concrete evidence of your achievements.
- Emphasize relevant coursework or notable class projects that demonstrate your skills and knowledge in the desired field.
- Highlight any leadership roles or responsibilities that showcase your ability to take initiative and lead a team.
- Tailor your resume to the specific job or internship description to make it easy for potential employers to see why you are an excellent fit for the position. Align your qualifications, skills, and experiences with the requirements and responsibilities outlined in the job description.
- Prior to submission, proofread your resume carefully for grammar, spelling, and formatting errors to ensure a polished and professional document.

Resources

- Resume Breakdown https://career.uga.edu/resume_breakdown
- Resume Examples https://career.uga.edu/resume_examples
- Strong Action Verb List https://career.uga.edu/action_verbs
- Marketing Your Part-Time Work https://career.uga.edu/marketing_part_time_work
- Marketing Your Other Experience https://career.uga.edu/marketing_other_experience
- Tailored Job Search Materials Example https://career.uga.edu/tailored_job_search_materials
- Meet with a Career Consultant for a Resume Review <https://career.uga.edu/appointments>