

Resume Assignment: How to Sell Yourself on a Resume

This is a four-part activity that can be done all at once or across a multi-day format. The total time is 60 to 120 minutes. These activities are meant to help students create a foundation for their resume and learn how their college experience translates to the world of work. This activity provides a traditional resume outline (see below) which students fill in as they work through the activities. Instructors, please feel free to adjust activities to better fit your classroom and population.

Islander Career Competencies Include.:

- **Communication & Professional Presence:** Foundation for building a professional resume through written communication.
- **Critical Thinking & Adaptability:** Thinking beyond just assignments done, finding connections to real world transferable skills, and being able to quantify achievements in meaningful ways.
- **Digital & AI Fluency:** Utilizing processing tools and online resources to assist in completion of activities.

Learning Objectives:

- Students will understand how academic classes and work skills can be transferable to resumes.
- Students will learn how to quantify their achievements and experiences to provide evidence of accomplishments.
- Students will learn how to tailor their resume for each unique job position.

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Instructor Suggestions for Classroom vs. Homework Use

For In-Classroom Implementation (50–75 Min Class Session)

- **Part 1 (Think-Pair-Share):** Have students complete Part 1 individually (5 mins), then turn to a partner to pitch their top transferable skill (5 mins). Partners help spot missed skills.
- **Part 2 (Whiteboard/Live Workshop):** Walk through 2–3 live student examples on the board. Prompt the class: *"How can we add a number, scale, or percentage to this skill point?"* (EX. Researched and wrote a 35-page paper analyzing the impact of American independence on the French revolution.)
- **Part 3 (Laptops/Phones Required):** Allow 15 minutes of quiet work time where students browse Handshake/Indeed to copy key phrases from target job descriptions.
- **Peer Review Exit Ticket:** Have students swap worksheets for a quick 5-minute peer edit to ensure every task in Part 2 contains an action verb and a quantifiable metric.
- **Part 4 Resume Homework:** Have students utilize the Handshake Optimize Resume tool to help provide feedback on their resume. You can have the students submit the feedback (downloadable pdf) or make changes to their current resume in line with the feedback.

For Homework / Asynchronous Online Modules

- **Part 1 Setup:** Instruct students to pull up a syllabus from a current or prior course to easily extract learning objectives and major projects.
- **AI Fluency Integration (Part 2 & 3):** Encourage students to use ChatGPT or Gemini as a brainstorm buddy. Or have the student utilize the Handshake portal resume reviewer to
 - **Prompt suggestion for students:** "Here is my course project description [X] and a job description for [Y]. Help me brainstorm 3 quantifiable bullet points for my resume using action verbs."
- **Submission Format:** Require students to attach screenshots or links to the 3 job postings they selected in Part 3 alongside their written responses so you can assess how accurately they tailored their bullet points.
- **Part 4 Resume Review:** Have students utilize the Handshake AI Sidekick Optimize Resume Tool to help provide feedback on their resume. They can submit feedback provided by the AI tool (downloadable pdf).

Sample A. Resume

Corpus Christi, TX | (xxx)-xxx-xxx | LinkedIn

OBJECTIVE/PROFESSIONAL SUMMARY (OPTIONAL)

This can be a good thing to have if you are changing job types to showcase transferable skills or if you don't have a lot of details on your resume regarding experience. Briefly, in two or three bullet points indicate the specific position and why you are an ideal candidate for the position.

EDUCATION

Degree

Graduation Date

Institution, Location

GPA: 3.0 (or above)

RELEVANT COURSEWORK (OPTIONAL)

List courses that showcase your experience in the field, or tools, even if it is outside your major if it is relevant to the position. Focus on upper-level courses if you include this.

RELEVANT EXPERIENCE

Include paid employment, internships, volunteer work, and military service. List of employer/organization, location (city and state only), job title, dates of employment, and bullet points about responsibilities in the position

Job Title

Dates of Employment

Organization, Location

- Activity Part 2/3
- Activity Part 2/3
- Activity Part 2/3
- Activity Part 2/3
- Activity Part 2/3

SKILLS (OPTIONAL)

Include all computer, foreign language, soft skills (optional, better to showcase in your experience bullet points) and technical skills, that you feel confident in using.

Technical Skills: List here

Languages: List here

HONORS/ACTIVITIES (OPTIONAL)

Dean's List

Month Year, Month Year

(For resume examples by college, visit Career & Professional Development Center Website in Student Resources>Job & Internship Hunt Tools [\[link here\]](#))

Activity Part 1: Transferable Skills (15 – 20 minutes)

Directions: Transferable skills are the abilities people develop and use across multiple contexts. Think of them as verbs, or actions you can perform based on your educational or work history experience. Write three transferable skills based on your academic or work history.

Feeling stuck? Here are some suggestions to help that you may not be aware of.

- Look at class course objectives. What skills are you learning/have learned from them?
- Look at class projects, large assignments, or group projects you have completed. What skills were used there?
- Look at past work history, volunteer opportunities, or community service. What skills did you gain in these areas?
- Prompt AI: *Please use the following experiences as a college student to help me create a list of my transferable skills for my resume [insert description of experience(s) here].*

Example: Facilitated group discussions and delegated research responsibilities for a semester-long team marketing presentation.

Transferable Skills: Collaborative Leadership, Task Delegation

Transferable Skill 1

Transferable Skill 2

Transferable Skill 3

Activity Part 2: How to Quantify Achievements (20 -25 minutes)

Directions: Now that you have some transferable skills, let's go into quantifying the achievements that have come from these skills and creating bullet points. Utilizing numbers and statistics are critical for your resume. Some skills won't always have specific numbers. When quantifying achievements, think about: *What did you improve? How much time or money did you save? Or what was the scope?* (e.g., number of customers served, frequency of tasks, size of budget/team, or grade achieved). Turn those transferable skills into quantifiable achievements and effective bullet points for your resume.

A simple formula for making bullet points includes:

Action Verb + Task/Project + Skill/Tool + Result/Impact (Lazlo's Formula)

Example: Organized and managed digital files using Tableau and improved research retrieval speed by 25% for a 4-person team.

Action Verb Examples

Design & Creative Expression • Communicated • Designed • Marketed	Initiative & Leadership • Led • Directed • Supervised
Management & Organization • Coordinated • Scheduled • Planned	Research & Problem-Solving • Analyzed • Solved • Examined
Technical & Operational • Utilized • Debugged • Built	Results & Achievements • Reduced • Increased • Generated

Quantified Achievement 1 (use Transferable Skills + formula from above)

Quantified Achievement 2

Quantified Achievement 3

Activity Part 3: Tailoring Resume (25 – 30 minutes)

Directions: Now that you have some transferable skills and quantifiable achievements, you can tailor your bullet points. Let's work on tailoring bullet points to fit different job positions. Find three positions you are interested in. Select 1–2 keywords or required skills from each job posting, then rewrite one of your bullet points from Part 2, so it explicitly uses those keywords. This activity will let you see how one skill can be used in different ways and fill the need in many different types of jobs.

Example - Base Skill: Organized and managed digital files using Tableau, improved research retrieval speed by 25% for a 4-person team.

Job Posting 1: Marketing Assistant (Requires: "Content Management & File Organization")

Tailored Bullet Point: Streamlined content management by organizing over 100+ digital assets in Tableau, increasing team retrieval speed by 25%.

Job Posting 2: Administrative Coordinator (Requires: "Process Improvement & Communication")

Tailored Bullet Point: Implemented process improvements for file storage and communicated system updates to a 4-person team to save 2+ hours weekly.

Job Posting 3: Junior Data Analyst (Requires: "Data Reporting & Analytics Tools")

Tailored Bullet Point: Utilized Tableau analytics to manage datasets, which led to data search efficiency for collaborative research projects.

Job Posting 1:

Tailored Bullet Point:

Job Posting 2:

Tailored Bullet Point:

Job Posting 3:

Tailored Bullet Point:

Activity Part 4: Use Handshake to Review Your Resume (30–45 minutes)

Directions: A complete Handshake profile can increase your visibility to recruiters and improve the personalized job/internship recommendations you receive. In this activity, you will use Handshake's built-in AI tools to refine your resume skills and publish a 100% complete profile.

Step 1: Create an Account and Complete Your Handshake Profile

Transfer your refined details directly onto your Handshake profile to reach "Complete" status:

1. Log into or create your Handshake account on a desktop/laptop using your student email. Follow the prompts to complete your profile: <https://quinnia.io/access>

Things to consider:

- **Headline & Summary:** Create a 2–3 sentence introduction outlining your degree, core strengths, and career aspirations.
- **Work Experience & Projects:** Add your 3 quantified bullet points from Part 2/3 under your relevant work history or class projects.
- **Skills Section:** Add at least 5–10 technical and soft skills that match your target job postings from Part 3.
- **"Looking For" Preferences:** Update your target job roles, preferred locations, and industry interests.
- **Visibility Settings:** Set your profile visibility to "Employers" or "Community" so recruiters can discover your profile.

Step 2: Optimize with Handshake AI

- Upload your updated resume document featuring the transferable skills and tailored skills you created in Parts 1–3.
- Navigate to **Jobs** (left margin) and select **Optimize Resume** (top tabs) to launch Sidekick (or use the AI Assistant prompt on a targeted job posting).
- Prompt the AI assistant with your targeted job role/industry (e.g., *"Tailor my bullet points for an entry-level Communications Specialist role"*).
- Review the suggested edits for impact, keywords, and action verbs. Accept or adjust the changes to ensure your voice accurately reflects your real achievements.

Step 3: Submission Upload

1. Updated Profile:
 - Screenshot your main profile page and place in a document.
2. AI Reflection Screenshot/Reflection (1 paragraph):
 - Take a screenshot of your conversation with Handshake's AI tool and write a brief 3–4 sentence reflection answering: *What is one improvement or keyword suggested by Handshake's AI that you decided to accept, and how did it make your resume stronger?*

Continue Learning with the Career & Professional Development Center

Enjoy these activities? Below are a few resources you can utilize to support resume development, career exploration, graduate school prep, and developing interview skills!

Quinncia [[Link Here](#)] * Use your student email to access.

Provides an AI Resume, Mock Interview, Elevator Pitch, and LinkedIn Profile Review.

- Gives thorough feedback and recommendations for changes.
- Like an Applicant Tracking Systems (ATS) which is an AI tool companies use to filter through resumes quickly.
- Helps prepare for interviews at your convenience.

Handshake [[Link Here](#)] * Use your student email to access.

- Provides an AI resume review and rewrite feature.
- Connects with internships and jobs both on and off campus.
- Handshake is a way to connect with your career counselor and schedule appointments.

Career Assistance Drop-ins: Career Corner (UC 108)

Hours subject to change due to holidays, staffing, and semester.

Monday through Thursday

- *Spring & Fall:* 10am – 6pm
- *Summer:* 10am – 5pm

Friday

- *Spring & Fall:* 10am – 2pm
- *Summer:* 10am – 2pm

Virtual Drop-In Day

- *Check I-Engage for dates and times.*

Career Counselors

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