

Career development: Résumé support



BUILD KNOWLEDGE AND SKILLS IN REPRESENTING CITY YEAR ON YOUR RÉSUMÉ

The purpose of this document is to provide guidance on how to structure a team-based activity that centers the needs of individual AmeriCorps members while gaining perspective from the entire team on résumé confidence. This activity is designed to provide multiple learning options (in small groups or as individuals) to help AmeriCorps members build knowledge and skills in résumé structure utilizing the different resources available in the [career toolkit](#).

Team activity overview

Activity length: 60 minutes

Agenda

- Opening whip-around question: What issue(s) related to résumé confidence are you seeking to address right now? (10 min)
 - I would like to translate my service skills and experiences into really strong résumé bullets.
 - I would like to better understand how to tailor my résumé to a job description.
 - I would like to find a better résumé structure or template.
 - Other
- Group reading discussion: Read the blogpost "[Make national service the star of your résumé.](#)" (10 min)
 - What insights resonate the most with you?
 - What questions are surfacing for you?
 - Is there anything you are reading here that connects to the area of confidence you want to build?
- Learning options based on what you want to gain more confidence in: You have the option to work in pairs or small groups based on seeking confidence in same area or you can choose to work independently. (30 min)
 - Option one: Review the "[Strong résumé bullets written by city year alums](#)" doc on the [résumé page](#). Choose four-six you really like that relate to areas of your own service experience, roles and skills that you can work on updating.
 - Option two: Watch this video clip (start at 34:19 minute mark, goes through 1 HR:18 minute mark) [Think like a hiring manager activity with City Year Alumni in HR](#). You/your group won't have time to watch the whole 44-minute clip, but you can get started. Follow along and go through the hiring manager activity along with the City Year Alumni in HR for as long as you have time, and return another time when you have time.
 - Option three: Review recommended résumé templates on the [résumé page](#) and also [explore examples of alumni résumés from different career paths](#) to choose a structure/template you find most appealing. After choosing a new template style, begin to update your information and experiences.
- Group closing: What did you learn based on the option you chose? What are one-two takeaways or insights that helped you the most? (10 min)

Additional resources

Visit the [career resources page](#) and familiarize yourself with the [career toolkit](#) available to City Year AmeriCorps members and alums.

TROUBLE ACCESSING ANY LINKS ABOVE? All of the above resources linked in the team activity overview are available on the [résumé page](#).