

CAREER READINESS

Build a Résumé That Gets Noticed

Student Activity Packet

Name	_____	Class	_____
Date	_____	Target Opportunity	Youth Program Assistant

YOUR CHALLENGE

By the end of this packet, you will turn your real experiences into a targeted, professional one-page résumé. You do not need paid job experience. School, service, activities, projects, family responsibilities, and informal work can all provide evidence of valuable skills.

What You'll Learn

- How to read a job posting for clues about what an employer values.
- How to identify transferable skills in your own experiences.
- How to write accomplishment bullets that show evidence instead of vague duties.
- How to organize, review, and revise a professional high-school résumé.

Part 1 — Decode the Opportunity

Fictional Job Posting: Lakeside Recreation Center — Youth Program Assistant

JOB POSTING

Lakeside Recreation Center seeks a dependable high-school student to support after-school and weekend youth programs. Responsibilities include greeting families, preparing activity materials, helping supervise games and projects, keeping spaces organized, and communicating respectfully with staff and participants. Preferred applicants are reliable, comfortable working with children or teens, able to work as part of a team, organized, and familiar with basic computer tools. Previous paid employment is not required. Experience through school, volunteering, athletics, clubs, tutoring, caregiving, or community activities is welcome.

Job Posting Analysis

What would this person actually do?	
What skills does the employer value?	

Which words or ideas appear especially important?	
What experiences could prove a student has these skills?	
What questions would you ask before applying?	

Part 2 — Experience Inventory

List experiences that show responsibility, skill, initiative, teamwork, communication, organization, or problem solving. Think broadly and truthfully.

Experience	What I actually did	Skills this proves
Paid or informal work		
School projects / classes		
Clubs / athletics / leadership		
Volunteer / community service		
Family / caregiving responsibilities		
Technology / certifications / special skills		

Choose Your Best Evidence

Which TWO experiences best match the Youth Program Assistant opportunity, and why?

Part 3 — Turn Duties into Accomplishments

CFMNY BULLET FORMULA

ACTION + TASK/CONTEXT + EVIDENCE OR RESULT

Be specific, but never invent numbers or results.

Action Verb Bank

Leadership	led, coordinated, organized, guided, trained, planned	Communication	explained, presented, greeted, wrote, collaborated, assisted
Problem Solving	resolved, improved, adapted, identified, repaired, simplified	Service	supported, helped, volunteered, prepared, monitored, welcomed
Technology	created, entered, designed, researched, tracked, updated	Achievement	completed, earned, increased, reduced, produced, delivered

Practice: Strengthen the Bullet

Weak: Helped at school events.

Your stronger version:

Weak: Watched my younger cousins.

Your stronger version:

Weak: Did a group project in class.

Your stronger version:

Build Two of Your Own

Experience 1: _____

Action + task/context + evidence/result:

Experience 2: _____

Action + task/context + evidence/result:

Part 4 — Résumé Blueprint

Plan the information before formatting. Put the most relevant evidence where the reader can find it quickly.

Section	What belongs here	My planned content
Contact	Name, professional email, phone, city/state. For classroom drafts, use placeholders if directed.	
Education	School, city/state, expected graduation; optional relevant coursework or GPA if appropriate.	
Experience / Leadership / Activities	Choose the heading(s) that best fit your evidence. Use accomplishment bullets.	
Skills	Specific, supportable skills—software, languages, certifications, technical or job-related skills.	
Optional	Honors, certifications, projects, service, or other relevant evidence.	

Targeting Check

- Circle or highlight three words from the job posting that your résumé should demonstrate.
- Star the experience that provides your strongest evidence.
- Cross out any planned information that does not help this audience understand your readiness.

Part 5 — Peer Review

Reviewer: _____ Résumé owner: _____

- ☐ The strongest qualifications are easy to find within a quick scan.
- ☐ Section headings and dates are consistent.
- ☐ Bullets begin with strong action verbs.
- ☐ Bullets explain what the student actually did.
- ☐ Evidence is truthful and specific; nothing sounds exaggerated.
- ☐ Spelling, capitalization, punctuation, and verb tense are consistent.
- ☐ Contact information is professional and privacy-appropriate.
- ☐ The résumé is concise and visually easy to read.

Peer Feedback

One strength I noticed:

One question I still have:

One specific revision I recommend:

Part 6 — Revision Plan

Revision #1 I will make and why:

Revision #2 I will make and why:

Final Self-Check

- ☐ My résumé is targeted to the opportunity.
- ☐ My bullets show actions and evidence.
- ☐ My information is accurate.
- ☐ My formatting is consistent.
- ☐ I proofread carefully.
- ☐ I saved the file with a professional filename.

Exit Reflection

What evidence on your résumé best proves you are ready for the opportunity you targeted? Why?
