

Resume Workshop

To start out this 20-30 minute workshop, you are going to exchange a resume with someone else and do the following for him or her.

For Resumes:

- a. First, read through the resume from beginning to end and write down two things the resume does well. Write these things down on the sheet of paper provided.
- b. Next, see if you cannot come up with some things that might be added or subtracted from the resume. Keep in mind the necessary categories for all educational resumes: objective, education, teaching experience, and references. **Remember that you probably will have to manufacture verbiage for folks, so write these comments down on a separate sheet of paper.**
- c. Finally, read the resume through again and see if you can catch any grammatical errors or inconsistencies—use the highlighters provided to highlight those errors.
- d. Now, sit down and talk through everything with the writer, make sure that he or she understands what you have annotated.

At the end of our workshop, you will have a chance to ask your peers and me questions about resumes, so be ready.

