



# Confidence Building

### BIG IDEA(S):

- What is an academic resume?
- What skills and achievements make me unique?
- How can I best present myself to future colleges and employers?

### WHAT YOU WILL NEED:

- Device with ability to project video
- Devices with Internet access, at least enough for half of the participants
- Scrap paper
- Academic Resume handout (3 pages)

### OVERVIEW

In this fourth session, young people will review job postings as they consider the range of skills that employers and college admissions officers look for during the application process. They will then reflect on their own skills and experiences and create a working draft of a personal academic resume.

### BEFORE YOU BEGIN

- Print and copy the handouts listed in the *What You Will Need* section so there are enough copies for each participant.
- Gather and prepare the devices listed in the *What You Will Need* section for leader and participant use.
- Read through the activity to make sure you understand the directions before the session begins.

### ENGAGE

- Encourage the young people to find a partner and grab a device with Internet access.
- Next, have them access [linkedin.com/jobs](https://www.linkedin.com/jobs).
  - In the “search job titles or companies” field, encourage them to type “high school internship.”
  - In the “location” field, encourage them to type “United States.”
- Ask the young people to review at least three different high school internship postings that appear in the search results. As they do, challenge them to jot on a piece of scrap paper:
  - 3 skillsets, qualities, or qualifications that the posters are looking for
  - 2 examples of internship responsibilities
  - 1 part of an internship posting that surprised them.

## EXPLORE

1. Bring everyone back together and begin by discussing what surprised the young people about the internship postings and why.
2. Create a T-chart on the board with “Qualifications” on one side and “Responsibilities” on the other. Ask a volunteer to take notes on the chart as the young people share what they found.
3. When the T-chart is complete, take a moment to quickly review everything that was recorded. Make a point to highlight the diverse range of skills and qualifications that the job posters are looking for.
4. Ask the young people: How do you show a potential job, internship, or even university that you have the qualifications they are looking for?
5. Introduce the idea of an academic resume. Explain that just like a professional resume highlights your work experience in order to convince someone to hire you, an academic resume summarizes your high school career in order to present you in the most positive way possible! It should communicate the qualities that make you unique—such as how you have demonstrated leadership skills or your community service work—and can be used to apply for college, secure internships, or get afterschool/summer jobs. In a nutshell, your academic resume should demonstrate how you stand out from the other applicants and brag about all the qualities that make you great!
6. Next, distribute one **Academic Resume handout** to each young person. Explain that this handout will walk them through the process of creating their own resume.
  - They will first brainstorm their unique qualities and then create a first draft using a template.
  - After conferring with a peer, they will use a device to create their final copy!
7. As the young people begin the process of developing their academic resume, remain available for questions. You may also encourage them to ask each other for tips and suggestions if they are stuck.
8. As the session is coming to a close, ensure that every young person is able to save their work in a way that will enable them to access it later.
9. Then bring everyone back together for a final discussion around the following question: As you review the first draft of your resume, is there an area or a skillset that you would like to strengthen? Why would it be beneficial to strengthen this area or skillset, and how can you work to achieve this?
10. Wrap up by reminding everyone that a resume is a working document. This means that it is always a work in progress! While everyone should try to make a final copy of their resume so they have one available as needs arise, they should also continue to work toward the goal(s) they just discussed. They can then update their resume accordingly once this goal—and other goals—are achieved!

## **MAKE THE CONNECTION**

Resumes are needed to apply for every kind of job. If you apply to a STEM career position, be sure your resume highlights your STEM-related experience and skills, as well other important achievements such as leadership experience and community service. Your first job will look for achievements and experiences you have had that you can apply to help you succeed!

## **EXTEND AND EVALUATE**

Do you meet more than once a month? In an upcoming session, you could:

- Invite other adults (such as teachers, parents, and other professionals) in for a resume workshop. During this session, young people can share drafts of their resume and receive feedback from people already in the workforce!
- Once everyone has a strong final copy, reiterate that resumes can always be modified based on what you are applying for. Encourage the young people to think of examples where this may be beneficial and then have them create a couple different versions of their resume—each one highlighting slightly different information and presenting themselves in a slightly different light.

### Prepare:

Academic resumes are not difficult to put together, but they do require time and thought. So before you write your own resume, take some time to prepare for it by gathering the information below:

- **Academic History:** Find out your GPA, think about any courses that highlight how you have challenged yourself, and/or consider meaningful projects you have completed.
- **Skills:** What skills make you unique? Skills could include languages, computer software, musical talent, athletic ability, and more.
- **Leadership Experience:** When have you been a successful leader and/or showcased your leadership skills? Think about projects, activities, or events you led in school and/or during extracurricular activities.
- **Community Service:** When and how have you volunteered your time to promote the greater good? What experience was most meaningful and why?
- **Jobs:** What summer, part-time, or long-term jobs have you had?
- **Awards and Honors:** Have you ever received special recognition for something?
- **Hobbies and Interest:** What interests and passions inspire you outside of school?

### Create:

Once you've brainstormed responses to all or most of the categories above, you're ready to begin creating your own academic resume!

1. Create a first draft of your resume by filling in the template on the following page. An example for each section has been provided for you. Use these as a model when you write in your own information.
2. Keep these tips in mind as you complete your first draft:
  - Be as clear and concise as possible.
  - Highlight the best of the best. You can add more examples if needed, but try not to add more than one or two additional bullets to each category.
  - If a category does not apply to you, keep it blank and then remove it from your final copy.
  - Remember to brag!
3. When your first draft is complete, ask someone else to review it with a fresh set of eyes. Then retype it to make it your own. You may choose to change the formatting or keep it similar to the template. No matter what, be sure to only keep the text that is relevant to you and remove any text in parentheses like "[Name:]."  
Do your best to keep your final product to between one and two pages.

# BUILDING AN ACADEMIC RESUME

## SAMPLE ACADEMIC RESUME STUDENT CAPTURE SHEET

### AALIYAH MOORE

1234 College Bound Avenue • Anaheim, CA 92801 appropriateemail@yahoo.com

#### ACADEMIC HISTORY

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TGR Learning Lab High School (Anaheim, CA)  
GPA 3.1/Weighted GPA 3.45

#### ADVANCED COURSEWORK

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- AP Art History
- AP English Language & Composition
- AP Calculus AB
- AP Spanish Literature

#### SKILLS

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Computer: Proficient with Microsoft Word, Excel and PowerPoint  
Languages: Fluent in English and Tagalog; proficient in Spanish  
Social Media: Created blog via WordPress focused on the power of feminism

#### WORK EXPERIENCE

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China Wok Fast Food, Cashier (10th, 11th & 12th)

- Provide customer service and improved on interpersonal skills

#### SCHOOL INVOLVEMENT AND EXTRACURRICULAR ACTIVITIES

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Associated Student Body, Treasurer (11th & 12th grade)

- I take the lead in keeping track of supply and advertisement expenses for events.

Future Doctors of Tomorrow Club, Historian (12th grade)

- This program is dedicated to guiding and mentoring high school youth interested in pursuing a career as a future physician. Along with capturing memories, I keep our members updated on upcoming events.

#### COMMUNITY SERVICE

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Read2Youth, Core Service Volunteer (10th & 11th grade)

- I helped coordinate the summer reading program for elementary school children at local elementary schools. In addition, I helped organize, clean and shelve books.

#### AWARDS AND SPECIAL HONORS

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Principal's Honor Roll (9th–12th grade)

Pre-Med Mentorship Program, Mentee (10th–12th grade)

- A selective program in which I was matched with a health professional at the local hospital. Through this mentorship, I had the ability to conduct research on causes of various cancers.

#### HOBBIES AND OTHER INTERESTS

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I enjoy writing short stories, reading science fiction books and love to skateboard.

# BUILDING AN ACADEMIC RESUME

## LEADERSHIP DEVELOPMENT STUDENT CAPTURE SHEET

### SELF-REFLECTION QUESTIONS

What makes you a successful leader?

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How do you think your peers would describe you as a leader?

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Explain how you could improve as a leader or do more to showcase your leadership skills.

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### ACADEMIC HISTORY

This provides background on where you are attending school.

High School, Location: \_\_\_\_\_

Expected Graduation Date: \_\_\_\_\_ Cumulative GPA: \_\_\_\_\_ Cumulative Weighted GPA: \_\_\_\_\_

### ADVANCED COURSEWORK

List any courses that will highlight your academic rigor as a student (i.e. Honors, Advanced Placement or even a class that you have taken at the community college level).

Course Name: \_\_\_\_\_

Course Description (Provide an example of a special project you worked on):

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Course Name: \_\_\_\_\_

Course Description (Provide an example of a special project you worked on):

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Course Name: \_\_\_\_\_

Course Description (Provide an example of a special project you worked on):

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### SKILLS

List areas that make you unique as a student and an individual.

Language(s): \_\_\_\_\_

Computer Software: \_\_\_\_\_

Social Media Outlets: \_\_\_\_\_

Other: \_\_\_\_\_

### WORK EXPERIENCE

List any summer, temporary or long-term jobs you have had during your high school career. What lesson did you take away from this job opportunity?

Employer/Company: \_\_\_\_\_ Job Title/Position: \_\_\_\_\_

# BUILDING AN ACADEMIC RESUME

Lesson Learned: \_\_\_\_\_

## SCHOOL INVOLVEMENT AND EXTRACURRICULAR ACTIVITIES

List a leadership role you have had within school or an extracurricular activity. In addition, describe and provide an example of a project you led.

Club/Organization Name: \_\_\_\_\_ Leadership Role: \_\_\_\_\_

Lesson Learned: \_\_\_\_\_

Club/Organization Name: \_\_\_\_\_ Leadership Role: \_\_\_\_\_

Lesson Learned: \_\_\_\_\_

## COMMUNITY SERVICE

List a community service activity that is most meaningful to you. Explain what you have gained from your involvement.

Club/Organization Name: \_\_\_\_\_ How long was your commitment? \_\_\_\_\_

Lesson Learned: \_\_\_\_\_

## AWARDS AND SPECIAL HONORS

List any special recognitions and/or highly-selective programs you have been acknowledged for in or outside of school.

- 1.
- 2.
- 3.

## HOBBIES AND OTHER INTERESTS

List one or two hobbies that excite you intellectually and fuel your curiosity during your free time. Why do these activities inspire you?

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