



**Strategy:** Resume Development

**Facilitators:** SuperAdvisor

**Target Audience:** DSA Members, one-on-one conversations ideal

**Location:** Face to face or video chat

**Date/time:** Determined by participants, e.g., regularly scheduled meeting

**Needed Materials:** Student's resume, resume rubric (see appendix)

### LEARNING OUTCOME

Students will produce and improve their professional resumes, while effectively showcasing their skills using personal experiential examples.

## Implementation Outline

1. Ensure your student knows your intention to help them succeed professionally with a quality resume.
2. Consider cultural differences and various perspectives that could affect the outcome as well as how participants approach the cultivation.
3. Give your student a copy of the resume rubric. Describe it as a tool that will help you both identify ways to improve the resume.
  - a. Rubrics can be intimidating for some, but they are helpful teaching tools we can master. Alleviate this anxiety by drawing their focus to the first column. Here, each key resume element is named. Next, point out the subsequent columns, which describe differences in quality within each resume element.
4. Ask your student to use the rubric to evaluate their resume silently while you do the same.
5. When finished, share each other's scores (student first), show how examples, arrive at a consensus.
6. Use the rubric to identify areas of improvement and needed changes. (Rubric tip: look at the descriptions to the right of each key element score for specific improvement guidance.)
7. Set a date and time for the follow-up cultivation (within the same semester) to repeat steps 1-6. Determine if subsequent drafts are necessary. Ask your student what they learned from this cultivation activity. What areas of improvement remain? How will they use this experience to help them in their future professional life?
8. Refer students to Career Services for additional resume and career-focused assistance as needed.
9. At the conclusion of the oral reflection, create a cultivation record using the [Cultivation Tracker \(link\)](#), which initiates the assessment process. Tell your student to expect a follow-up email from the Division Office that will include a link to access and submit a final cultivation reflection. Tell them the final step is designed to achieve the desired learning outcomes while also formally recording the experience in official records.

