



Facilitator Guide

CAREER EXPERIENCE INVENTORY

Referring to the “Build Relevant Experience” handout in the DePaul Career Library, students will use this inventory to identify experiences (and map skills to those experiences) that they might use on their resume or CV.

- Share** the Build Relevant Experience handout with your students in advance of this activity.
- Pass** out the Career Experiences Inventory Worksheet and have students complete Step 1 “List it.” Allow 10–15 minutes.
- Ask** students (in a large or smaller groups) to discuss/share what kinds of experiences they have identified. Ask students if they are currently featuring any of these non-job experiences on their resume, and transition to Step 2 “Translate it,” by explaining that these experiences have value and can provide evidence of skills.
- Allow** 10–15 minutes for students to complete Step 2.
- Ask** students to share how they identified their roles in Step 2. Discuss the outcomes and skills and solicit at least 2–3 examples from the group.
- Introduce** the “Formatting Samples” and lead students to Step 3: “Practice it.” Complete Part Three.
- Allow** students 5–10 minutes to complete Step 3 and then invite students to share some final products.

CAREER EXPERIENCE INVENTORY



While jobs and internships take center stage on a resume, there are other kinds of experiences that can be mapped into your resume—to fully capture the skills you have built inside and outside the classroom. These other kinds of career experiences include: research, volunteering, student involvement, and even class projects.

For this activity, you will inventory some of the most impactful or meaningful experiences you have had outside of a job or internship. For each experience you will begin the process of “translating” this project or role into a resume-style format. You will also identify skills you acquired during this experience.



1 *List it* In the groupings below, list as many relevant career experiences as you can recall.

CLASS PROJECTS

VOLUNTEER EXPERIENCES

INVOLVEMENT

OTHER

EXPERIENCE #1

What role did you play in this experience/project?

What was the final outcome of this experience?

What steps did you take to achieve this final outcome?

What skills did you build or practice during this experience?

EXPERIENCE #2

What role did you play in this experience/project?

What was the final outcome of this experience?

What steps did you take to achieve this final outcome?

What skills did you build or practice during this experience?

EXPERIENCE #3

What role did you play in this experience/project?

What was the final outcome of this experience?

What steps did you take to achieve this final outcome?

What skills did you build or practice during this experience?

Using answers to the above questions, format one of these experiences for a resume. See the formatting samples below:

Designer | *The Wong Kids* (theatrical poster) | DePaul University October 2019

- Used Adobe InDesign and Illustrator to create a set of 3 theatrical posters for a student production of Lloyd Suh's play about family and loss.

Event Planner | "Ride For The Cure" (200 mile charity ride) | Hart Foundation July 2019

- Led a team of 4 volunteers to promote and plan a 200 mile charity ride that raised \$22,300 for research focused on finding the cure for Therl's Disease.

Community Health in Pilsen | Active Citizens May 2019

- Designed a health awareness survey and collected 200 responses that were entered into a database that included demographic information for the Pilsen community.

CarTron (mobile racing game) April 2019

- Used GameMaker to design a '90s arcade style dune buggy racing game, featuring button turns and gas-pedal-only controls and obstacle courses.

3 Practice it

While specific types of projects or assignments should be formatted differently, you can use this template to practice formatting your experience(s) to fit into skill-focused resume experience sections.

FOR DESIGN OR CREATIVE PROJECTS:

_____ | _____ | _____ | _____
Your Role Title (descriptor) Client (or spec client) Date

• _____ for _____, resulting in _____.
action purpose consequence

FOR RESEARCH PROJECTS:

_____ | _____ | _____
Title of Project Name of Class Date

• _____ for _____, resulting in _____.
action purpose consequence

FOR EVENT OR VOLUNTEER ROLES:

_____ | _____ | _____ | _____
Your Role Title (descriptor) Client (or spec client) Date

• _____ for _____, resulting in _____.
action purpose consequence