Indigo For Resume Writing



Resume Writing: Part 1

The Goal: The hardest part about writing one is sometimes even starting one. Even if students don't have much work experience, they can still use Indigo Reports to craft 2 self-descriptive sentences for future resumes.

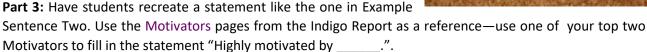
Part 1: Have the teacher or counselor share the examples of Personal Qualification Statements from below:

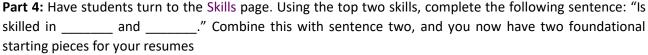
Example Sentence One: "Adaptable and flexible, Tim negotiates conflicts by turning negatives into positives." "Emma is a team player who motivates others toward goals."

Example Sentence Two: "Highly motivated by helping others."

Part 2: Have students recreate a statement like the one in Example Sentence One. Use the What Others May Value in You section from the Indigo Report as a reference—take a couple statements from it to write your statement using your name instead of the word "I."

Note: Try starting with an adjective and ending with a verb phrase like the example.





Note: Below is a link to a sample resume with qualification sentences:

http://www.resume-help.org/entry_level_resume_example.htm