



MAJOR & CAREER EXPLORATION: RESUME WORKSHEET

Purpose: The exploration activity is designed for students to “explore” opportunities at UM as they relate to student success, majors, careers of interest and other experiences they want to have at Maryland. This Resume Activity will guide you through the process of developing and refining your resume, to best prepare you for your search for leadership, internship, and job opportunities.

Name: _____

UID: _____

Advisor Name: _____

Date: _____

Majors of interest: _____

Part I: Review Resume Resources:

- LTSC Resume Presentation
(http://www.ltsc.umd.edu/forms/docs/Exploration%20Activity_Resume%20Presentation.pdf)
- Resume Resources on the University Career Center & the President’s Promise Website
(<https://careers.umd.edu/students/resumes-cover-letters/resume-writing-process>)

Part II: Draft your resume.

Part III: Meet with a Peer Career Educator at the University Career Center and the President’s Promise for a resume review/critique. For information on walk-in hours, visit: <https://careers.umd.edu/request-appointment>

Please provide details and a brief summary of your experience.

Be sure to include the date, time, location, name of the person you met with, etc. What topics were covered? What did you learn from this experience?

Part IV: Edit your resume, as necessary.

Continue to update and refine your resume as you apply for various internship, leadership, and job opportunities.

Part IV: Describe how this experience was (or was not) helpful in bringing you closer to your goals.

In what ways did you benefit from this experience? What additional information do you think may be helpful? How do you plan on further enhancing your resume – what skills/experience would make you more competitive or stand out among other students/candidates?

**** Please attach a copy of your updated resume.**