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| **FOCUS AREA** | **RESUME** |
| **Activity** | **Construct your Career Summary** |
| **Duration** | 25 minutes |
| **Learning outcomes** | *Topic Coordinator to map to learning outcomes* |
| **Resources needed** | * [Example resume with best practice Career Summary](https://staff.flinders.edu.au/content/dam/staff/learning-teaching/employabilty-toolkit/example-resume-bestpractice-summary.docx) (or ask the Careers team for assistance for your cohort) * [Student worksheet](#Worksheet) * [Poor example of a Career Summary](https://staff.flinders.edu.au/content/dam/staff/learning-teaching/employabilty-toolkit/poor-example-career-summary.docx) (or ask the Careers team for assistance for your cohort) |
| **Associated toolkit task** | 1-3 page written resume |

## Activity description

Students will be introduced to a Career Summary (or Statement) which is recommended at the top of their resume. They will learn the key ingredients for preparing a summary and undertake an audit of their work, study, and life experiences to inform the construction of their own summary. This learning will extend to how they articulate their professional identity through recruitment and networking channels such as LinkedIn and interviews.

## PART A Career Summary (best practice) [5 minutes]

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| **Format** | **Steps** | **Prompts** | **Resources** |
| Facilitator-led discussion | 1. Show students the **example** **resume with best practice Career Summary.** |  | [Example resume with best practice Career Summary](https://staff.flinders.edu.au/content/dam/staff/learning-teaching/employabilty-toolkit/example-resume-bestpractice-summary.docx) |
| 1. Guide students in a discussion around the Career Summary purpose within the broad context of a resume using the opportunity to start introducing the **key messages.** | Career Summary – purpose   * Sets the tone for a resume upfront and a framework for the supporting information to follow. * Short, compelling statement giving the reader a quick idea of a candidate’s suitability for a target job/sector. | Key messages |
| 1. Now focus on the Career Summary in the example resume for a more detailed analysis. 2. Guide students to identify the 6 key ingredients and further reinforce relevant **key messages.** | Career Summary – 6 key ingredients   1. 75-100 words 2. States their degree 3. Quantifies years of employment/experience 4. Summarises best skills and how they apply to the sector/role 5. Includes key specifics 6. Lightly personalises – touches on what key traits/experience drew them to the sector and/or what excites them | [Example resume with best practice Career Summary](https://staff.flinders.edu.au/content/dam/staff/learning-teaching/employabilty-toolkit/example-resume-bestpractice-summary.docx)  Key messages |

## PART B Self-audit [15 minutes]

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| **Format** | **Steps** | **Prompts** | **Resources** |
| Individual exercise | 1. Students work individually on the **student worksheet (PART B)** making rough notes about their work, study, life experiences and career aspirations to date. 2. This information can be used to draft their Career Summary which they can complete in their own time. | Encourage students to think about all their experience – sometimes they will dismiss activities as ‘just’ and ‘only’ (e.g. casual work, parenting, community work).  Transferable skills are attractive to all employers and acquired through our work, study and life experiences. | [Student worksheet (PART B)](#Worksheet) |

## PART C Career Summary analysis [5 minutes]

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| **Format** | **Steps** | **Prompts** | **Resources** |
| Facilitator-led discussion | 1. Show the **poor example of a Career Summary.** 2. Invite students to consider its effectiveness giving consideration to the 6 key ingredients. | * What have we learned about the candidate? * How well did they do their self-audit? | [Poor example of a Career Summary](https://staff.flinders.edu.au/content/dam/staff/learning-teaching/employabilty-toolkit/poor-example-career-summary.docx) |
| 1. Guide students to identify the 5 issues with this example. | The 5 issues:   1. Too generic, little specific evidence provided 2. Empty phrases that could apply to anyone: ‘I am motivated to further developing my knowledge and skills’ 3. Self-focussed, not tailored to what you can offer the employer – ‘kickstart my career’, ‘develop my skills’ 4. Careful of what words convey – e.g. ‘supportive’ may come across as needy 5. Passive expressions – e.g. ‘I have been able to’ |  |

## Key messages to convey to students

**Facilitator:** Ensure that you have reinforced these key messages during the activity or reinforce them at the end

* The Career Summary is often the only section of a resume that a recruiter will take the time to read.
* The 6 Career Summary ingredients provide a flavour; not a strict recipe.
* It may help to tackle your Career Summary after completing all other sections of your resume – your Career Summary provides a ‘balcony view’.
* Always tweak your Career Summary when you are applying for a specific role/organisation (e.g. against role details, organisation research).
* Nailing your Career Summary is an important skill in being able to articulate your professional identity to potential employers and through recruitment and networking channels such as LinkedIn and interviews.

## PART B Self-audit

In this section you will have the opportunity to reflect on your career story, your career interests, and make notes about the study, work and life experiences you have accumulated to date. This is the material you will draw on to craft your own Career Summary.

**Remember:**

* All experience is valuable and a source of transferable skills that are attractive to all employers
* This exercise is foundational to all career management including a resume, applications, interviews, networking and professional social media profiles

**What led you to choose your course of study?**

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**What do you look forward to in your career?**

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Next, write down your experiences in each of the following 4 aspects of your life. Don’t worry if you don’t have anything in a section – note down what you might wish to do in that space! Remember there is no ‘just’ or only’ – all experiences have transferable skills you can use in your career.

**You the Student: What are you currently studying? Do you have any other qualifications such as Certificates, Diplomas, short courses and so on? Do you have plans for further study?**

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**You and your course: make notes about your sector related experience. Over the course of your studies this could include course placements, sector employment, and volunteering. What were key learning experiences from your placements? What feedback did you receive?**

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**You the Worker: Reflect on your employment experiences which can include casual, part-time, career and professional jobs – they all speak to skills that will be useful in the time ahead such as people skills, communication skills, team work and organisational abilities!**

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**You the Connector / Contributor: Voluntary community, service, health, schools, environment, art, cultural, sporting, youth/other groups, clubs & societies and other activities such as parenting and life experiences. These can show values of care, citizenship, leadership, team work etc.**

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**Now draft your unique Career Summary guided by the above content and the examples and the checklist below. (Finish this in your own time.)**

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| *Recent XYZ graduate keen to contribute to (tailor to organization focus/mission/ organisation/industry/field/sector) with my ABC background and XXX skills gained through YYYY.*  *Currently in my final year of X at Y, I am keen to contribute my skills in X to Y. My placement involved diverse experiences ranging from X to Y. X years employment in ABC, combined with volunteering for organisations including XTZ, demonstrate my strengths in XX, XX and XX.* |

**Career Summary checklist**

Have you:

 Kept it to 75-100 words?

 Summarised your relevant education, work and life experience?

 Conveyed a sense of you as a unique individual and what you are aspiring to?

 Read your profile out loud to ensure it reads naturally?

 Tailored it to a specific role/organisation (if there is one you are targeting)?