

Talking It Out: An Activity for your job task bullet points



Remembering everything we've done in a particular job can be a daunting task!

In the future, when you have a job, we encourage you to *update your resume every couple of months* as you take on new tasks and activities, while your memory is still fresh.

But for jobs you have already held and need to recall, we recommend the “talk it out” activity as follows...

1) Sit down with a friend, significant other, or a family member (we'll refer to them as your **“confidante”** and you as **“resume writer”** for the purposes of this activity).

2) **Record** (audio or written - if written have the confidante do the writing) your conversation as follows...

3a) **Confidante:** Practice what we call a “blank slate” mentality. Ask your resume writer to describe what they did in that role. As they speak, ask for details. How many people were you in charge of? How many times did you complete that task? What was your efficiency level? Explain to me that task, in more detail. If the resume writer describes a task you don't understand from an outsider's perspective, ask for more details, until you do understand. If you do have insight on your resume writer's job history, feel free to jog their memory (remember that time you told me you had to train people on that task? tell me more about that...) Do this for each job in the resume writer's work history.

3b) **Resume writer:** Do NOT focus on describing your tasks in well-written bullet point form. Just talk with this person as though you're having a regular back-and-forth conversation.

4) Once you've completed the activity, **play back the audio** of your conversation and **type up notes** on what you talked about. Utilize these notes to assist you in writing your resume bullet points.