



# 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.



**Part 3:** Have students recreate a statement like the one in Example Sentence Two. Use the **Motivators** pages from the Indigo Report as a reference—use one of your top two Motivators to fill in the statement "Highly motivated by \_\_\_\_\_."

**Part 4:** Have students turn to the **Skills** page. Using the top two skills, complete the following sentence: "Is skilled in \_\_\_\_\_ and \_\_\_\_\_." Combine this with sentence two, and you now have two foundational starting pieces for your resumes

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

[http://www.resume-help.org/entry\\_level\\_resume\\_example.htm](http://www.resume-help.org/entry_level_resume_example.htm)