



## The "Future" Resume

A "future resume" is a forward-looking tool to help you outline your professional goals and the skills you want to develop, for example, when you're starting a new job and want to establish specific goals, or when you're beginning an internship and want to ensure you develop certain skills while you're there. It's a way to think proactively about your career development, even before you've gained the experience.

### Instructions

Based on your career aspirations, create a "future" resume by following the steps below. This is a planning tool, so feel free to be bold and aim high!

#### Step 1: Identify Your Goals

- **List 5 to 6 specific skills you would like to obtain or projects to complete** during this time.
- These goals should be **challenging but achievable**.
- Choose projects that **align with your areas of interest** and will help you gain meaningful, hands-on experience.
- Make sure to identify at least one **area of personal or professional growth** you want to focus on (e.g., public speaking, leadership, technical proficiency, project management).
- **Learn from the Next Level:** Find job descriptions for **higher-ranking positions** in your industry. This will help you identify the key skills and responsibilities you should be aiming for if you wish to grow professionally. Use these insights to guide the content of your "future resume."

#### Step 2: Use Proactive Action Verbs

- When writing your resume, use strong, active verbs that describe your future achievements.
- Don't say what you "will do"; instead, write as if you have already done it.
- **Examples of powerful action verbs:** Developed, Implemented, Led, Coordinated, Created, Streamlined, Analyzed, Solved

#### Step 3: Ask for Feedback

- A good plan is one that is discussed and refined.
- Once you've drafted your future resume, seek feedback from a peer, a mentor, or a career services professional.
- Sharing your goals can provide new insights and hold you accountable for your progress.



## "Future" Resume Worksheet

Use this worksheet to think proactively about your career development by drafting your resume for the job or internship you haven't finished yet.

### Step 1: Identify Your Goals & Research

Refining your focus based on industry standards.

**Industry Research:** List 2–3 key skills or responsibilities found in job descriptions for positions one level above your current goal.

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**Specific Skills/Projects:** List 3 to 4 specific, challenging, but achievable goals you want to complete during this timeframe.

**Goal 1:** \_\_\_\_\_

**Goal 2:** \_\_\_\_\_

**Goal 3:** \_\_\_\_\_

**Goal 4:** \_\_\_\_\_

**Professional growth focus (e.g. public speaking, leadership):** \_\_\_\_\_

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### Step 2: Draft Your Future Achievements

Write as if you have already accomplished these goals. Use powerful action verbs like **Developed, Implemented, Led, or Streamlined**.

**Important Note:** These examples focus on the **Action** and the **Result**. They do **NOT** include the specific steps of "how" you did it yet. You will add those specific details (the strategies and tools used) later, once you have actually completed the task.

Examples:

1. Project Management: **Led** a team of 4 to **implement** a new filing system, saving 5 hours weekly.
2. Curriculum Development: **Created** and **implemented** a 4-week literacy unit that increased student reading scores by 15%.
3. Lab Techniques: **Analyzed** 50+ soil samples using PCR and gel electrophoresis to identify microbial diversity.
4. Advocacy/Policy: **Coordinated** a community outreach campaign that gathered 1,000+ signatures for local housing reform.
5. Branding/UI: **Created** a comprehensive brand identity and mobile interface that improved user engagement by 20%.

**Office of Career Development**

**Building B119**

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Target Goal	Draft Your Future Bullet Point

### Step 3: Discuss Your Future Goals

Once you have drafted your future resume, reach out to a supervisor at work, a mentor, or a peer to talk about the projects you want to take on and the skills you want to build.