

Module Title: The Future Starts Today.

Module Timeline: November (Only Module in November)

General Purpose/Outcome Connection: Module will explore the use of a future resume as a goal setting and clarification tool.

Module Learning Outcomes:

1. Staff members will be able to create a future resume to use as a goal setting tool.
2. Staff members will be able to create a plan to complete at least two of their future resume aspirations.
3. Staff members will be able to derive the next physical action required to move their goal forward.

Module Implementation:

1. During an E 1-1 each staff member will watch the Prezi on Future Resumes as a goal setting and clarification tool and deciding on the next physical action.
2. Staff member will create a future resume for themselves 5 years out. This should be a challenging but realistic expectation of where they would like to be in 5 years.
3. Staff member will bring their future resume to a F2F 1-1 and discuss it with their hall director, then revise their future resume if appropriate.
4. From the final draft of their future resume, each staff member will choose 2 aspirations from their resume and complete the Future Resume Worksheet for each. These worksheets along with their future resume will be posted to Sakai for HD and CC view.
5. Staff members will present their future resumes and one of their Future Resume Worksheets at the joint Dickinson and Indy South Future Expo. (*Business Casual attire*)

Module Tools

- Future Resume Guide
- Future Resume Prezi
- Future Resume Worksheet.

Future Resume Guide

Future Resumes can be a powerful goal setting and clarifying tool by using an outcomes-focused method of goal setting.

Write your future resume for where you would like to be 5 years out.

The following Career Services Guide can be useful in helping you create your resume:

<http://www.udel.edu/CSC/pdfs/Resumehandout.pdf>

Use realistic and challenging goals for where you want to be. Your future resume could include some of the following categories*. Choose the ones that fit your aspirations.

- **Education:** What degrees do you hope to have in 5 years? Include any academic accomplishments or GPA goals you may have.
- **Relevant Experience:** Include job titles, major job functions, supervisory responsibilities, committee work, etc that this position will include. Some research into similar positions will help you set realistic goals and help you see what qualifications are typically required for those positions.
- **Activities:** Include any professional, educational, or volunteer organizations you hope to be involved in. Include any leadership or responsibilities and accomplishments.
- **Special Skills:** This can include technology, languages, certifications, and any other relevant skill sets you would like to have within 5 years.
- **Publications and presentations:** Do you hope to have something published or presented at a conference or seminar?
- **Experiences:** Planning on studying abroad, or going through any special workshops or conferences?
- **Honors and awards:** What honors and awards do you hope to have received?

Answer the following questions to help you piece your resume together:

1. What do you hope to accomplish within your position as an RA and other areas you are involved in on campus?
2. What do you hope to accomplish academically?
3. What type of position would you like to have in 5 years? What are the areas of responsibility and tasks you would like to be doing then?
4. What are the typical steps in your career field?

*Adapted from the UD Career Services Resume Handout (July 2010)

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First & Last Name

Objective

What will your objective be in 5 years? What position will you be moving to? Summarize what you will be expecting out of your lie 5 years out.

Relevant Work Experience

The Future - Present

City of Newark

Newark, DE

Position you hope to be in 5 years out

- What do you want to be responsible for at that point?
- What main job functions will you hope to have?
- What work with budgets will this position entail?
- What supervisory responsibilities does this type of position usually have?
- Some research may need to be done about the types of positions you would like to have in 5 years so you can base these off of realistic expectations.

1867 – 2012

University of Delaware

Newark, DE

Current Position

- What do you hope to have accomplished in this position?
- What special experiences do you want to have had by the time you leave this position?
- What did you do in this position that will relate to your future position?

Education

1900-2012

University Of Delaware

Newark, DE

College Graduate

- What academic accomplishments do you hope to have upon graduation? What about a goal GPA? Any advanced degrees you hope to have or be working on later?

Relevant Skills and Experiences

- What special skills do you want to have by then?
- Are there any particular certifications or workshops you would like go through?
- What experiences do you want to have had by then?

Honors and Awards

- Are there any awards do you hope to have by then?
- Are there any academic honors you would like to receive upon graduation?
- Any other departmental awards, or awards from any outside activities that you would like to receive in the next 5 years?

Future Resume Worksheet

Fill out this worksheet for at least two aspirations from your future resume.

Aspiration: _____

Timeline for when this would be accomplished: _____

List three tasks that must be completed in order to accomplish this goal, with a deadline for each task.

Task 1.

What is the next physical action required to move forward on task 1?

Deadline: _____

Task 2.

What is the next physical action required to move forward on task 2?

Deadline: _____

Task 3.

What is the next physical action required to move forward on task 3?

Deadline: _____

Think about the answers to each of these questions about this aspiration from your future resume. Be ready to discuss them with your Hall Director during your next 1-1.

- **How will the RA position help you complete/contribute to this aspiration of your future resume?**
- **What skills you are learning or have learned (both in and outside of the classroom), that tie into this aspiration of your resume?**
- **What can you do starting this week, month, and year to work toward this aspiration? Both within the RA position and within the University Community?**
- **What opportunities would you need within the RA position to work towards this aspiration?**