

# Sample Sheet for No Experience

This worksheet provides some guidance on how to write accomplishment statements for someone with no experience. If you are an individual with no previous work and/or volunteer experience and hope to create a resume to apply to a job it is important to consider extracurriculars and school.

## Example of an accomplishment statement:

School example:

Facilitated a fundraiser for Alzheimer's research that raised \$200 through my high school's football game by organizing games and food during the event to raise money.

## Some examples:

- School projects
- Fundraiser events
- Sports team
- Club member (ex: girl scouts, barber scout, etc.)
- Planning a school event

## Brainstorm a list of examples:

## Write your own accomplishment statements using the list you created above:

C – Challenge: What was your task?

A – Action: What was involved in completing the task?

R – Results: What was the outcome of your actions?