Resume evidence workbook

01 Read the brief 7 minutes

Practise turning a job advert into evidence you can explain. Work with a fictional candidate first, then use the reusable pages for a real application in private. Leave with two clear resume bullets and a dated next action. No account or AI tool is needed.

The fictional job

Northbridge Learning Centre is hiring a community programme assistant to update participant spreadsheets, answer routine emails, prepare room schedules and summarise attendance.

- Required: accurate spreadsheet records; clear written communication; coordination of tasks and deadlines.
- Preferred: community event experience and familiarity with a customer relationship management system (CRM).
- Apply with a resume and short cover letter. Explain one example of organising information for others. The advert does not name the spreadsheet or CRM software.

Choose a fictional candidate

Alex has volunteered at a campus pantry for one semester. Alex maintained a Google Sheets inventory of 45 items, checked it against delivery notes each Friday, emailed the shift coordinator about missing items and helped prepare a rota for eight volunteers. Alex completed introductory CRM lessons but has no workplace CRM experience. No waste reduction or time saving was measured.

Sam previously maintained a weekly retail stock spreadsheet and wrote handover notes. Recently, Sam helped coordinate three community events by booking rooms, sharing schedules and recording attendance. Sam has no CRM experience. Sam is returning to paid work after a career break; private reasons for the break are not part of this exercise.

Circle three requirements and underline two preferences above. What would you ask the employer to clarify?

Map requirements to evidence

02 Use the brief 10 minutes

Choose Alex or Sam. For each row, quote or paraphrase a specific source fact from page 1. Mark S for supported, P for partial, or M for missing. A preference is useful context, not automatically a reason to rule yourself out.

Candidate and strongest relevant experience

Requirement or preference	Evidence from the brief	S P M and next step
Accurate spreadsheet records		
Clear written communication		
Coordinate tasks and deadlines		
Community events Preferred		
CRM familiarity Preferred		

Choose what matters most

Which requirement has your strongest evidence? What makes it specific?

Which gap or uncertainty needs a question, an example or learning?

Check your reasoning: using Google Sheets does not establish Excel expertise. Completing a lesson does not establish professional CRM administration experience.

Write a bullet you can defend

03 Draft and review 10 minutes

Build a bullet from an action, its context and a verified detail. A quantity, frequency or scope can be useful without an improvement percentage. Use only facts from the brief.

First check these claims

For Alex, cross out unsupported details: “Excel expert who cut waste by 40%.” Then do the same for “Experienced CRM administrator with proven commercial impact.”

What would you need to verify before either claim could be used?

Build your first bullet

Action and task What did the candidate actually do?

Method and scope Which tool, routine, quantity or audience is known?

First draft Combine the facts into one clear sentence

Ask a partner or review it yourself

- □ Every tool, number and result is traceable to the brief.
- □ The wording keeps the difference between helping and leading.
- □ A reader outside the organisation can understand the task.

Final bullet Remove unsupported claims and unnecessary adjectives

A second bullet Use a different requirement or experience

Apply the method to your own job

04 Reusable private worksheet After the session

Use a real advert and your own experience privately. Save a fresh copy for each role. Do not put contact details or confidential workplace information on a shared worksheet.

Role and employer Add the source link and deadline in your private copy

Priority 1

Requirement and whether it is required or preferred

My evidence A real task, method and scope I can explain

Priority 2

Requirement and whether it is required or preferred

My evidence A real task, method and scope I can explain

Priority 3

Requirement and whether it is required or preferred

My evidence A real task, method and scope I can explain

What is still missing or unclear? Choose one specific question or learning step.

Turn your evidence into action

05 Leave with a plan 8 minutes

Use the fictional candidate in a group or complete this privately for your own application. Choose actions small enough to finish and give each a date.

One resume edit Where will the stronger evidence go?

One question or skill to clarify How will you find out?

Next application action and date Record the role in your private tracker

Before you send an application

- ☐ My examples match the important requirements and use truthful detail.
- ☐ Dates, roles, tools and quantities are consistent across my documents.
- ☐ I followed the employer's document and AI-use instructions.
- ☐ I checked the saved file for missing text, awkward page breaks and typos.
- ☐ I recorded the file version, deadline and next action in my tracker.

Review in one week What did I complete, and what should happen next?

Keep using the method

Repeat pages 4 and 5 for another role. A resume presents evidence; it cannot guarantee an interview or a hiring decision. If you need feedback, ask a trusted adviser which claim needs a clearer example.

Free tools and the separate facilitator answer guide: hiredraftai.com/resources/resume-workshop-kit. You may copy, print and adapt this original kit with credit to HireDraftAI and identification of adaptations. No account or link exchange is required.