JOBRESUMEAI WORKSHEET

Fresher Resume Worksheet

In JobResumeAI first resume checks, resumes with no experience section detected less often had a headline, a summary or detected quantified impact. Those are differences, not rules. Use this worksheet to decide what will help your own resume, and fill it in with facts that are true for you.

> How to use it: work through Parts 1 to 4, then copy the lines you want into your resume. Headlines and summaries are optional. Rows shaded gray are fictional examples. Do not copy them.

Part 1. Try a headline (optional)

A headline is one line under your name. It can help when it makes your target role clear. If it would feel forced, skip it and put your evidence under Projects or in a summary.

Two options: Target role | Tool or skill or Target role | Proof point | Tool or skill

Target role	Proof point (optional)	Tool or skill
Junior Data Analyst	*Campus bus tracker project*	*Python and SQL*
Accounting Assistant	*Student club budget log*	*Excel and bookkeeping*
Office Administrator	*Volunteer front desk shifts at a campus library*	*Outlook and scheduling*

My headline, if I use one (one line):

Part 2. Draft a short summary (optional)

Fill the four boxes, then join them into about two sentences. If a box is empty, look for a real project, course, job or volunteer role to put there.

Who I am now	What I have done (proof)	Tools or skills I use	Role I want
Computer science graduate	*Built a campus bus tracker for a final-year project*	*Python and SQL*	*Junior data role*

Joined version of the fictional example: "Computer science graduate who built a campus bus tracker with Python and SQL for a final-year project. Looking for a junior data role." Every fact in it comes from the gray row above.

My summary, if I use one (about two sentences):

Word check. These are prompts, not rules:

- Trait words such as motivated, passionate or hard-working are fine when your resume shows proof of them.
- If your summary states a goal, such as "Seeking an entry-level role", add the real work that supports it.
- Many resumes avoid "I" and "my". Starting with who you are or what you did reads more directly.

Part 3. Find numbers you can support

For each activity, ask: how many people, how often, how long, how many items, how large? Write a number only if you know it. A bullet with no number can be fine when the work is clear.

Activity	What can be counted	Number I know	Draft bullet
Student club budget log	*Members, entries per month*	*60 members, about 40 entries a month*	*Recorded about 40 expenses a month in Excel for a student club of 60 members.*

Check each draft bullet: can you explain where the number came from if an interviewer asks?

Part 4. Choose which projects and experience to show

Many university career offices count projects, coursework, volunteering and student activities as experience when paid work is limited. List what you have, then keep the strongest items that are relevant to the job, even if you have fewer than three.

Item	What I did (my part)	Tools used	Count (if known)	Keep? (Y/N)
Campus bus tracker (final-year project)	*Wrote the data import and a weekly report query*	*Python, SQL*	*4 routes*	*Y*

One example order, not a rule: summary or headline if you use one, education, projects or relevant experience, then skills. Change it to fit the job. If the posting asks for a specific skill, skills or projects may belong earlier.

Part 5. Final check before you apply

- ☐ If I use a headline, it is accurate, brief and helps clarify my target role.
- ☐ If I use a summary, it is brief, specific and supported by evidence.
- ☐ If my summary states a goal, it also names real work.
- ☐ Where useful, I included real numbers that describe scale, frequency or results. I did not add numbers I cannot verify.
- ☐ I can explain every number and claim in an interview.
- ☐ Important tools and skills are accurate and can be supported by work, coursework, projects or certifications.
- ☐ Relevant project bullets make my contribution clear and name tools or methods when useful.
- ☐ I compared my resume with the job posting and added only terms I can support.

Source: JobResumeAI fresher vs experienced resume study, 2026. Diagnostic checks, not employer hiring results. Read the study at jobresumeai.com/blog/fresher-vs-experienced-resumes-2026.