GEN ALPHA × ROTARACT · CV WRITING WORKSHOP · PLEASE PRINT OR KEEP THIS OPEN

Before the session

Bring a **pen and paper** (or print this file). We use page 1 and page 2 in a 13-minute activity called **CV Glow-up**. Think of 2 or 3 things you have done: a Rotaract project, an internship, a college project or volunteering.

SAMPLE JOB AD · FICTIONAL, FOR PRACTICE ONLY

Youth Program Officer

[Sample Organisation] · Kathmandu · Full time · Entry level

We are looking for an energetic graduate to support our youth development programs across schools and community groups.

What you will do

- Coordinate community events and awareness campaigns
- Recruit, train and manage volunteers
- Manage social media for youth programs and grow engagement
- Track small project budgets and expenses
- Report outcomes to partners and donors
- Build relationships with schools, colleges and local clubs

What we are looking for

- Bachelor’s degree in any field (master’s students welcome)
- Experience in event coordination, volunteering or student leadership
- Strong written and spoken English and Nepali
- Basic Excel or Google Sheets
- Teamwork, communication and problem solving

ACTIVITY · CV GLOW-UP · 13 MINUTES

Worksheet

Step 1 (2 min): Underline 5 keywords in the job ad, then copy them here

Step 2 (5 min): Write 3 bullets from your own experience

Action verb + What you did + Result or number

Example. Before: “Member of Rotaract Club.” After: “Coordinated a 2-day blood donation camp with 15 volunteers, collecting 60+ pints.” (Illustrative numbers: use your own real ones.)

Use at least one keyword from Step 1 in each bullet. At least one bullet must come from your Rotaract work.

Bullet 1 (Rotaract)

Bullet 2

Bullet 3

Step 3 (4 min): Type your best bullet in the chat

We will improve a few of them live on screen.

Step 4 (2 min): Rewrite one of yours the same way

My improved bullet