



L&D RESUME

Experience Builder

A grayscale background image showing a person's hand resting on a laptop keyboard. The laptop screen displays a resume template with various sections and text. The word 'Your' is written in a blue, italicized font, and 'EXPERIENCE' is written in a large, black, sans-serif font.

Your EXPERIENCE

Whether you are a career changer or just starting out, you might be worried that you don't have the experience required for a Learning and Development job. Even if you don't have years and years of experience in a particular area, there may be some areas you are overlooking.

Use these worksheets to help you identify various skills you have developed and work them into your resume.

Training Delivery

Use this checklist to brainstorm and identify experience you can include on your resume for jobs requiring training delivery.

Have you ever:

- ☐ Given a presentation to adults?
- ☐ Trained a new person at work?
- ☐ Trained a person outside of work? (e.g. for a volunteer organization)
- ☐ Held a workshop online or in person?
- ☐ Trained a group of people at work?
- ☐ Given a presentation as part of a company training program? (e.g. New Employee Orientation)
- ☐ Spoken at a conference?
- ☐ Other relevant experience

NOTES

Add any specifics here: When? Where? Audience? Topic(s)?

Instructional Design

Use this checklist to brainstorm and identify experience you can include on your resume for jobs requiring instructional design/e-learning skills.

Have you ever:

- ☐ Created or helped to create a job aid?
- ☐ Created or helped to create a PowerPoint presentation?
- ☐ Conducted a training analysis or interviewed subject matter experts?
- ☐ Come up with an idea for a training activity that was used in training?
- ☐ Used graphic or photo editing software?
- ☐ Used video editing or screen capture software?
- ☐ Used e-learning authoring software?
- ☐ Other relevant experience

NOTES

Add any specifics here: When? Where? Audience? Topic(s)?

Your Resume

UPDATING YOUR RESUME

Now, take the experience you have identified and translate it into something you can add to your resume. For example, if you trained another employee, add something like "Trained employee(s) on _____ resulting in _____".

Also consider any keywords that will help your resume show up in an employer's search. For example, if you identified software that you have experience with, be sure to include it in a keyword section or other appropriate area.

Experience and keywords I need to add :

Getting Experience

FILLING IN THE GAPS

You identified some of the skills you DO have, now what about the ones you don't? Take a look at the unchecked skills on either checklist. Pick three that you think will be the most beneficial to you for the type of job you want to pursue. Then, identify ways you can start to develop those skills.

Top Three Skills I Want to Develop

HOW I plan to develop them/get experience:

Examples: Create or present training for an organization you volunteer at, take an online course, get free trial of software and create a sample, volunteer to train your department on a procedure or process, etc...

Thank you!

Thank you for downloading the
Learning and Development Resume Experience Builder!

Keep coming back to the website for more
information and resources.

<https://www.yourlearningcareer.com/>

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