



WebSource

For the Classroom

College and Career Readiness

Resume Building

Discussion Questions

- What is a resume?
- What is it used for?
- What does a resume look like?

Activity: A Resume Platform

Students will learn how to create a resume.

PROCEDURE

1. Explain to the students that they are going to create their own resumes today. Create a list of the following parts of a resume on the board and explain each section individually.
 - Name and contact information
 - Objective or summary statement
 - Education
 - Work experience
 - Extracurricular activities
 - Special skills
2. The objective portion includes a brief summary explaining the type of position they are looking for. It should also include a brief description of their employment goals. This statement should always be related to the position being applied for – adjust accordingly.
3. In the education section, list the name of the high school you are attending. Be sure to include your expected graduation date. This section of your resume will grow as your educational experiences continue.
4. The work experience portion can seem intimidating because as students those experiences are naturally limited. In this section, be sure to list all previous jobs no matter how big or small they were. Remember, the goal is also to demonstrate the qualities that future employees seek (reliability, responsibility, your ability to meet deadlines and work under pressure.) For example, a babysitting job may go in this section, as well as a summer waitressing job. Be sure to include any internships as well. In this section, you should list the dates you worked each job, as well as a brief description of what the job entailed.

5. In the Extracurricular Activities portion, list all your volunteer experiences, hobbies, etc. This will show the employer that you are committed and determined. Be sure to list any leadership roles in this section, as well.
6. In the special skills section, list any valuable skills you can offer to a company. This could mean any computer skills, additional languages you are fluent in, etc.

Tips:

- Each resume you submit should be altered to the specific job you are applying for. Once you learn what the company/position is looking for, add your personal information to the resume that could benefit the company.
- Reread your resume. Be sure there are no spelling errors. You do not need full sentences on a resume, but it should show consistency in how it is written.
- Ask others to look it over for you as an extra set of eyes to look for misspellings and grammatical errors.

<http://www.livecareer.com/resume-samples>

The website above has excellent examples of resume samples according to specific jobs. Read over a few with the class. Now, have the students begin writing their own resumes, using the following handout to provide structure. Advisors, be sure to offer help and answer any questions.



Connect with Kids

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A Sample Resume

First Name Last Name

Street Address, City, State and ZIP Code

home: XXX.XXX.XXXX

cell: XXX.XXX.XXXX

email: _____@_____

Objective/Goal

A weekend part-time position in a retail store that sells music, books or sporting supplies.

A camp counselor or assistant position to support summertime arts and sporting programs for young children.

Education

Name of High School, City, State

20XX - 20XX, *expected graduation date*

Name of School, City, State

20XX - 20XX

Experience

Pet Care

20XX- 20XX

Provide pet sitting services including dog walking, feeding and yard care.

Child Care

20XX - *Present*

- Provide child care for several families after school, weekends and during school vacations.

Achievements

- National Honor Society
- Academic Honor Roll (list dates)

Volunteer Experience

- Little League Coach
- Positions in your church or community
- Run for Life

Interests / Activities

- Member of Baseball Team
- Piano or Dance Team

Technical Skills

- Proficient with Microsoft Office, Internet and Social Media

Evidence-Based Multimedia Resources www.connectwithkids.com