

Resume Lesson Plan

Objective: To help students create a “usable” resume.

Materials Needed: Sample Resumes - included; copies, on overhead or projector

Procedure:

Day One:

- Go over the “Writing a Resume” and the sample resumes off of our site.
- Direct the kids to gather information that they could include on a resume and have that information by a day set by you.

Day Two:

- Help your students construct a resume – have them hand write it on that day.
- Set a date that they should have a typed version for you to grade according to the following rubric, using the sample resumes as a “Competency Met” anchor paper.

Resume Rubric

	Competency Met	Competency Not Met
Resume	Is error-free and ready for presentation to a possible employer.	Is in progress.

What is a Resume?

For Your Portfolio: Write a quality resume.

A resume is a one- or two-page summary of education, work experience, special skills, and other activities. It introduces an applicant to a prospective employer, scholarship committee, or college admissions officer. It is a "marketing tool" that is used to "sell oneself" to these people.

A resume normally includes several sections:

Heading	Your name, address, phone number, and e-mail address (if available).
Objective	A relevant, specific statement that defines the type of position you are seeking. It can include both short- and long-term goals. If an objective is too broad, it should be omitted all together.
Education	Information about education and training. Include any special certifications.
Work Experience	Can be in a chronological order (with most recent experience first) or clustered by the types of work you have done. Include both paid and volunteer work. Include dates of employment and types of duties and tasks performed and specialized equipment used. A brief description of what the places of employment do and how many employees they have may be included.
Special Skills	Any special qualifications that may help you secure the job. May include information such as foreign languages, honors classes or programs, work-related classes or programs, special types of equipment or software you can operate, or certifications like CPR/First Aid.
Personal Strengths/ Enrichment Activities	Optional section which can include your strongest qualities, interests, extracurricular activities, or special accomplishments. (Refer to "Accomplishments and Activities" folder)
References	A list of two or three individuals who can attest to your work ethics and experiences. Be sure to get their permission. Put these on a separate page with an appropriate heading to attach to the resume. See "List of References."

Although the order of the sections of the resume is not mandated, the heading and objective should be first. Most resume readers prefer you list your Education and Work Experiences with the job title, dates of employment, the former employer's address/ phone/ fax/ e-mail/ numbers and specific responsibilities or tasks. Personal strengths/ Enrichment Activities and References (if included) should be at the end of a resume.

Other possible headings include:

Career Objective or Professional Objective	Community and Other Activities
Position Desired	Volunteer Activities
Educational Background	Related Activities
Educational Preparation	Professional and Community Activities
Special Training	Special Honors and Distinctions
Certifications, Licenses, or Certificates	Professional (or Student) Memberships
Endorsements	Accomplishments
Computer Skills	

Do not use abbreviations, except for a state two-letter designation.

Judy Smith

jsmith@wvsd208.edu
9206 Zier Road
Yakima, Washington 98908
(509) 972-5999

- Job Objective:** Salesperson for retail clothing store.
- Sales:** Sold magazines and novelty gifts as fundraising projects for Junior Class.

Sold advertising space to local businesses for school yearbook.
- Customer Relations:** Greeted customers and seated them at local restaurant.
Handled cash register and assisted with inventory and purchasing Work. Answered questions and took reservations by phone.
- Organization/ Management:** Served as secretary of local Future Business Leaders of America chapter.

Provided child care for 2 children ages 7 and 5. Planned activities for the children and prepared two healthy meals a day for them.
- Work Experience:**
- | | |
|------------------------|--|
| 1999-2000
(Summers) | Child care
Mrs. Kathy Smith, Yakima, WA |
| 2001 (Summer) | Hostess/Cashier
Red Robin, Yakima, WA |
- Education:** **West Valley High School, Yakima, WA.**
- Served as attendance aide, maintaining an accurate database
 - Completed classes in keyboarding and accounting
- Honors:** **Honor Society**
- Planned and participated in community service activities

References Available Upon Request

Christopher James Harrow

56 Hunter's Hill
Yakima WA 98908

harrowj@yahoo.com
(509)965-2387

OBJECTIVE: To secure an entry-level position that will allow me to begin a career in web design or management of information systems.

EXPERIENCE:

Crew Leader

Big 5 (May 1998 – December 2000)

- Worked with shipping, ordering, and inventory.
- Directed crew of 4.

Network Troubleshooting

West Valley High School

- Worked as apprentice to technology resource teacher.
- Designed web pages for various departments.
- Taught teachers basic web page design.

EDUCATION

West Valley High School

- Completed classes in Micro-Computer Applications, Web Page Design, Computer Programming, CAD I and II

ACTIVITIES

- Honor Society
- Varsity Basketball

References Available Upon Request

References for

Joseph L. Coates

222 Any Street
Vancouver WA 98664
(360) 234-5678

Mr. Chris Smith, Manager
Safeway
3101 Main Street
Vancouver, WA 98660
(360) 222-1111
Former Employer

Mrs. Theresa Dallas
Burgerville Manager
4562 Fourth Plain
Vancouver, WA 98662
(360) 321-2345
Current Employer

Ms. Pat Johnson
Vancouver High School
3453 NE 99th Street
Vancouver, WA 98665
(360) 987-6543
High School Counselor

Name _____

Last Updated _____

Documentation of Awards and Activities

Awards:

Name of Award	Date Received	Sponsoring Org.	In recognition of...	Skills Demonstrated (leadership, initiative, responsibility, etc.)

Activities:

Name of Club/Activity	Dates of Membership/ Involvement	Description of Involvement and Skills Demonstrated (leadership, initiative, responsibility, etc.)