



# Resumes 101

## Discussion, worksheet, group work (60 min):

Materials: Copies of "Resume Basics," sample resume, and Resume Worksheet; chart paper, markers, pens

### I. Review resume basics (20 min)

Ask if anyone knows what a resume is. Have students read aloud the "Resume Basics" worksheet. Then pass out copies of the sample resume, and review the format with students. Here are some points to make:

- **Contact Information:** Make sure to include your name, address, and current phone number and an appropriate, professional email address.
- **Experience:** Anything you've done that has helped you build skills. (This doesn't have to be paid employment. It can include internships, volunteer work, or other experience that is related to your job search like babysitting or mowing lawns.)
- **Education:** The name, city, and state of your high school and date of expected graduation. If you are currently enrolled in college, include that information as well. (If you are out of college, do not include your high school information on your resume). You can also include your GPA if it is 3.5 or higher and any academic awards or honors you've received.

- **Skills:** Things you can do. This section can include any special skills you have that are relevant to the jobs you are applying for, such as typing, filing, or copying; computer programs you know how to use; or foreign language skills. It can also include skills like how to use machinery or

tools. If you're good at public speaking, list "presentation skills." Don't exaggerate, but don't be shy about what you already can do. You could also list generic skills, like "CPR certification."

### II. Resume worksheet (10 min)

After the discussion, ask each participant to independently complete the Resume Worksheet. Give them about 10 minutes to work.

### III. Build a group resume (30 min)

When time is up, break participants into groups of four or five. Give each group a sheet of chart paper and a marker. Tell them that they now have 15 minutes to create a resume based on their *collective* interests, experience, skills, and education. They will present the resumes and you will "hire" the group that presents the best one.

Everyone must contribute something to the resume based on group members' real qualifications (jobs they've held, volunteer work, babysitting, skills, etc.). They will also have to give their "candidate" a name and fictional contact information including an appropriate email address.

When time is up, give each group a chance to present their candidate's resume to the larger group. Congratulate all of the groups. Then pick the winner who you will "hire."

# Resume Basics

## **What is a Resume?**

A resume (pronounced REH-zuh-may) is a summary of your employment history, plus some information about your education and other experience or talents (like the ability to speak a second language). The idea is to select specific parts of your experience that demonstrate that you can do a particular job well. The resume is often the main tool employers use to screen job seekers, so in order to get an interview, you need a solid resume. (You may also need to include a cover letter or complete an application.)

The most common resume includes your contact information, a list of the jobs you've held starting with the most recent one, your education, and a brief list of other talents or activities.

## **A Few Simple Things to Keep in Mind**

**KEEP YOUR RESUME TO ONE PAGE.** As a young person with a relatively short work history, you should keep your resume to one page. Shorter resumes are often harder to write, but when you do them properly, they pay off; in most cases, a busy employer will not read a resume that is longer than one page.

**KEEP THE DESIGN SIMPLE.** A resume should be clear, not creative. Your resume should be neat and should follow a traditional format. It should be printed in black ink on white or off-white paper. Do not use fancy typefaces.

**BE HONEST.** Employers check the information you list on your resume. If it's not accurate, you will not be considered.

**MAKE SURE YOUR RESUME IS ERROR-FREE.** A typo or other mistake on your resume will often disqualify you. Ask an adult with good proofreading skills to carefully review your resume.

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**EXPERIENCE**

July - Aug 2008

**Literacy Help Center, Brooklyn, NY**

*Tutor*

- Assisted children ages 6-7 with the fundamentals of reading and math

Sept - Dec 2008

**Jefferson High School English Department, New York, NY**

*Office Assistant*

- Performed various administrative duties to support department staff, including typing and filing
- Attended weekly staff meetings; compiled and distributed meeting minutes

Oct - Dec 2007

**Habitat for Humanity, Flushing, NY**

*Volunteer*

- Worked with other volunteers to paint, install windows, and clean house for needy family
- Recruited others to participate in the rebuilding project

July - Aug 2007

**City Children's Services Day Camp, New York, NY**

*Counselor in Training*

- Worked with Lead Counselor to plan activities for a group of 10 fourth-graders

**EDUCATION**

New York City High School, New York, NY

Expected Graduation, June 2010

Dean's Honor Roll

**SKILLS & INTERESTS**

- Proficient in Microsoft Word
- Fluent in Spanish
- Type 40 WPM
- DJ for parties and school events
- Can design simple web pages

# Resume Worksheet

## **Contact Information**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

If you expect to be called back by an employer, your phone message must be brief and professional with no music

Email: \_\_\_\_\_

If you don't have one, create a professional email address like this: your.name@yahoo.com

## **EXPERIENCE**

List three things you've done that count as experience (even if you've never had a job):

1. Name of company/person, city, state: \_\_\_\_\_

What you did: \_\_\_\_\_

2. Name of company/person, city, state: \_\_\_\_\_

What you did: \_\_\_\_\_

3. Name of company/person, city, state: \_\_\_\_\_

What you did: \_\_\_\_\_

## **EDUCATION**

Your school: \_\_\_\_\_ Date you expect to graduate: \_\_\_\_\_

City and state: \_\_\_\_\_

## **SKILLS & INTERESTS**

List two skills you have (including computer skills and any foreign languages you speak):

1. \_\_\_\_\_

2. \_\_\_\_\_

## **Honors/Awards**

List any honors or awards you've earned:

\_\_\_\_\_

## **Extracurricular Activities**

List any hobbies or activities you participate in that you think employers might want to know about:

\_\_\_\_\_