

Grade 10 Careers Resumes - Lesson Plan #4

Purpose:

- ? Have students learn about the steps involved in resume writing
- ? Have students prepare a resume template

Time Required: One 70 – 75 minute class

#	Activity	Time (Minutes)
3-1	Type Right	15
3-2	<p>Cover Letters Summarize information about cover letter template intent – introduction to resume and catch reader’s attention</p> <p>New cover letters – Creative and Conservation Provide students with copies of each cover letter Students read and discuss which is the “more correct” letter. Neither letter is “more correct”; rather, the style is appropriate for the job (e.g., Creative letter for a creative job)</p>	5 10
3-3	<p>Ten Top Resume Beefs Working in groups of two or three, students brainstorm on the top ten beefs Develop a list of student-determined beefs Provide a list of the top ten beefs and discuss reasons why they are the top ten beefs Compare student results with master list</p>	15
3-4	<p>What Employers Want Provide students with “Top Ten Qualities Employers Seek” and the “Top Seven New Hire Skills” worksheets Ask students to rank the list Compare results to master list Discuss order with students</p>	15
3-5	<p>Nine Things a Resume Should Not Include Provide outline of list and discuss with students. Ask why these items are noted</p>	10
3-6	<p>Ten Steps to a Resume Provide students with handout (attached)</p>	20
3-7	<p>Resume Lessons / Tutor Provide URL for resume writing skills are www1.umn.edu/ohr/ecep/resume</p>	20

Ten Steps in Creating a Damn Good Resume

1. **Choose a target job** (also called a "job objective"). An actual **job title** works best.
2. **Find out what skills, knowledge, and experience** are needed to do that target job.
3. **Make a list of your 2, 3, or 4 strongest skills or abilities or knowledge** that make you a good candidate for the target job.
4. **For each key skill, think of several accomplishments** from your past work history that illustrate that skill.
5. **Describe each accomplishment** in a simple, powerful, action statement that emphasizes the results that benefited your employer.
6. **Make a list of the primary jobs you've held, in chronological order.** Include any unpaid work that fills a gap or that shows you have the skills for the job.
7. **Make a list of your training and education** that's related to the new job you want.
8. **Choose a resume format that fits your situation**--either chronological or functional. [Functional works best if you're changing fields; chronological works well if you're moving up in the same field.]
9. **Arrange your action statements** according to the format you choose.
10. **Summarize your key points** at the top of your resume.

Five Key Concepts for Powerful, Effective Resumes

1. Your resume is **YOUR** marketing tool, not a personnel document.
2. It is about **YOU** the job hunter, not just about the jobs you've held.
3. It focuses on your **future**, not your past.
4. It emphasizes your **accomplishments**, not your past job duties or job descriptions.
5. It documents **skills you enjoy using**, not skills you used just because you *had to*.

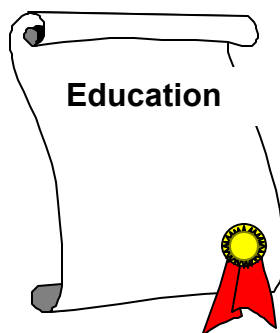
Resume of John Doe

J.O. Doe
123 Sesame Street
Kingston, Ontario K7L 101
Telephone (613)384-1111 (Bob)
e-mail jilldoe@sympatiCO.ca

Availability – I am available to start work immediately until 1 June 2004 at which time I will be moving to British Columbia. I am applying for the computer manger job you advertised

Personal Information – I am a 20 years old, male Christian. I weigh 78 KG and my hieght is 6'5" tall. I was born in Scotland and moved to Canada nine years ago when I was 11.

Desired Salary Range: \$33,000 - \$60,000 per year but it can go a little lower.

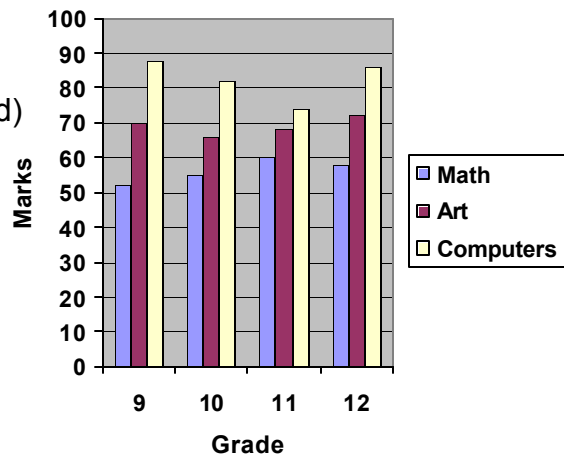


2004 – Loyalist College (Kingston) - I graduated from Loyalist College in 2004 with a Dipolma in CAD Drawing. My courses included Computers in the Workplace, AutoCad 13.0, Programming in Turing and C++ and computer graphics with Adobe and computer publishing with Adobe PageMaker and Corel Draw. I passed with a 75 average and received top marks in computer publishing four my research report on Computers in Public Schools. I only failed one course – Psychology, but it was my elective.

2002 – Frontenac Secondary School (Kingston) – I completed my Hi School Diploma in for years. In my final year I attended all my classes. My favourite courses were computers (of course), art and photography, music (I played drums in the band) and drama. My worst subjects wear science, math and Career Studies. I played a lead role in the school play Oklahoma and I was a tech guy in a video for the X-mas assembly.

1998 Frontenac Public School (Kingston) – I completed public school with a good standing and excellent record.

My Marks



Work Experience

2003 – 2004 Mr Bob's Corner Grocery

I worked with Mr. Bob and his wife. I was the grocery boy. I loaded bags with groceries, put food on the shelves and went into the parking lot to get the carts. I never ate any of the candy. I was almost always on time. I also worked with money and made it into change for people. I left this job because I needed to focus on my schooling.

2000-2002 **Babysitting for Dad and his girlfriend Pam**

I babysat my little half-sister Wanda while my Dad and Pam worked. She was little and I had to control her if she got mad.

2002-03 The Kite Shop

This was a fun job. It was a stunt kit shop. I helped to make the kites.

They had to be put together so people could fly them. I also sold the kites.

I left this job because I needed to focus on my schooling again

Volunteer Work

I have not volunteered.

Interests – I play lots of sports like hockey, football, soccer and hockey, I read sport magazines, cars and outdoors, I can play cards, I like all kinds of music except techno-beat, and I am good working with people mostly kids.

Awards

I was class Valedictorian. I was voted in.

Other Information

I am in good shape and I don't smoke too much. I am a good hockey player too.

Personal Objective: To get a good job and make lots of money so I can buy a car.

References:

Mr. Stride

My Career Teacher

FSS

Telephone –

Bob

Mr. Bob's Grocery

Bath Road Kingston

384-1111

Grade 10 Career Studies

Elements of a Good Resume

A winning resume is made of the elements that employers are most interested in seeing when reviewing an applicant. These elements become the sections of your resume.

This list represents elements that can be used in your resume. Some are essential. Some are optional.

Heading – Your name and contact information

Personal Objective – The direction that you see yourself heading; your personal goals. Note: An objective can be omitted if you are uncertain about the title of the job you are seeking. If your objective is overly specific in this case, it may result in your not being considered.

Work Experience – This section is the focus of your resume. The amount of information is not important; rather, it should highlight who you are as a person and as a worker

Education – Education is the second most important element. Stress your accomplishments, degrees, area of concentration and relevant activities.

Honours – List any awards, special achievements, honours, community recognition, etc.

Activities – An employer is looking for evidence of initiative, dedication or involvement. Your ability to take an active role or provide leadership should be included.

Certificates and Licenses – You should list this information if the job you seek required the qualifications. Be sure the information is accurate and correct.

Professional Memberships – You can list memberships that pertain to the job you are seeking. You can also note your part in special activities or positions held within the organization.

Special Skills – In this section, you can identify certain talents or experiences as they pertain to the job you seek.

Personal Information – This section is optional, but you may wish to describe a personal skill or talent that has some bearing on the job you seek.

References – References are not usually listed. Instead, a prospective employer needs to know you have references that can be contacted (i.e., References available on request). If you are asked to provide your references, you should phone and forewarn your references that they may be contacted.

Elements of a Good Resume

Identify ten components, sections or elements that you think should be included in a resume, and provide a reason for each component, section or element

Element	Reason

Top Ten Resume Beefs

1. **Spelling Errors, Typos and Poor Grammar** - “Manger” is a correctly spelled word, but it means something very different from “manager.” Be sure to pay close attention.
2. **Too Duty-Oriented** - Recruiters already know what the job is; your resume should highlight your accomplishments in that position.
3. **Inaccurate Dates or None at All** - Recruiters need to know when you worked where to get a better understanding of your working history and to use the dates for background checks. Specific ranges in months and years for every position should be included. If you have gaps, explain them either in your cover letter or introduction, but not in your resume. It helps to continue your education and training and to list any volunteer work during a slow period to explain the gaps.
4. **Inaccurate or Missing Contact Information** - You create a resume for one reason: To get a phone call. How can someone contact you if the phone number is missing a digit or your email address is incorrect? Be sure every resume you send has your correct contact information, including name, phone number, email address and street address. Recruiters will not look you up; they’ll move on to the next candidate.
5. **Poor Formatting** - Different typefaces and boxes may look nice on paper, but they can cause confusion. Keeping your resume in plain text.
6. **Functional Resumes** - Go with a chronological resume and focus on the skills and accomplishments that pertain to the job you're seeking.
7. **Long Resumes** - Focus on the skills and accomplishments that directly apply to the job you're trying to get. Every word counts, so don't dwell on the specifics of each job, but rather the highlights specific to you.
8. **Long Paragraphs** – see #7
9. **Unqualified Candidates** - Look at the job description. Be sure to highlight the skills they are looking for with a bulleted list of your related qualifications at the top of the document.
10. **Personal Information Unrelated to the Job** - Don't distract with your age, height, weight and interests unless they're directly related to the work you want to do.

What Employers Want

Employers say they are impressed by job candidates who have excellent communication skills, good grooming habits, and relevant work experience.

Employers say they want trustworthy new hires who can move right in, get along with their co-workers, and get the job done without having to be babied at each step.

Top 10 Qualities Employers Seek

1. Communication skills (verbal and written)
2. Honesty/integrity
3. Teamwork skills (works well with others)
4. Interpersonal skills (relates well to others)
5. Motivation/initiative
6. Strong work ethic
7. Analytical skills
8. Flexibility/adaptability
9. Computer skills
10. Self-confidence

New Hire Skills

These are the top seven skills employers look for in new hires.

1. Interpersonal
2. Teamwork
3. Verbal communication
4. Analytical
5. Computer
6. Written communication
7. Leadership

Grade 10 Careers

Nine Things your Resume should not include

1. A Resume Title - It should be obvious what it is.
2. Availability - Apparently you are available; you are looking for work. It decreases the life span of your resume and your efficiency if you do not get a job by the specified date.
3. Salary - If your request is too high, you are eliminated immediately. If it's too low, they may still trash your resume, or you are paid what you asked even though it is thousands less than you are worth.
4. Never mention of Age, Race, Religion, Sex, or National Origin - Discrimination happens to everyone, still.
5. Photographs - Unnecessary, unless applying for a modeling or acting career. In that case, a portfolio is recommended.
6. Charts and Graphs - Nobody's resume should have that much void space. If so, fix it. You can do better.
7. Weaknesses - It is counter-productive. The purpose of the resume is to accentuate the positives.
8. Reason for Leaving - It is inappropriate for the resume. If the employer wants to know, you will be asked.
9. References - Do not list references; it is unprofessional. Instead, use "References are available upon request." at the end of your resume.

Power Verbs for Your Resume

accelerated	eased	performed
accommodated	eclipsed	persuaded
accomplished	edited	pioneered
achieved	educated	planned
acquired	elevated	polished
acted	elicited	prepared
activated	employed	prescribed
adapted	empowered	prioritized
added	enabled	processed
addressed	encouraged	procured
adjusted	endorsed	produced
administered	engineered	programmed
admitted	enhanced	projected
advanced	enlarged	promoted
advised	enlisted	publicized
aided	enriched	purchased
alleviated	enumerated	
allocated	envisioned	queried
allowed	established	questioned
altered	estimated	
ameliorated	evaluated	raised
amended	examined	rated
analyzed	excelled	realized
appointed	executed	recommended
apportioned	exercised	reconciled
appraised	expanded	recorded
apprised	expedited	recruited
approved	explained	rectified
approximated	extended	reduced (losses)
arbitrated	extracted	refined
arranged		referred
ascertained	fabricated	reformed
assembled	facilitated	regarded
assessed	familiarized	regulated
assigned	fashioned	rehabilitated
assisted	figured	reinforced
attained	finalized	rejuvenated
attested	forecasted	related
audited	formulated	relieved
augmented	fostered	remedied
authored	founded	remodeled
authorized	fulfilled	repaired
		reported
		represented
balanced	generated	researched
bolstered	grew	reserved
boosted	guaranteed	resolved (problems)
brainstormed	guided	restored
budgeted		retrieved
built	hired	revamped
		reviewed
calculated	identified	revised
catalogued	illustrated	revitalized
centralized	implemented	revived
certified	improved	

chaired	improvised	sanctioned
charted	increased	satisfied
clarified	indexed	scheduled
classified	indicated	screened
coached	inferred	scrutinized
collaborated	influenced	secured
collected	informed	served
commissioned	initiated	set goals
committed	innovated	settled
communicated	inspected	shaped
compared	inspired	smoothed
compiled	instituted	solicited
composed	instructed	solved
computed	integrated	sought
conceptualized	interceded	spearheaded
concluded	interpreted	specified
confirmed	interviewed	spoke
consented	introduced	stimulated
consolidated	invented	streamlined
constructed	investigated	strengthened
contracted	involved	studied
contributed	issued	submitted
converted		substantiated
convinced	judged	suggested
cooperated	justified	summarized
coordinated		supervised
correlated	launched	supplemented
corresponded	lectured	surveyed
counseled	led	sustained
created	licensed	synthesized
critiqued	lightened	systematized
customized	linked	
		tabulated
debugged	maintained	tailored
deciphered	marketed	traced
dedicated	measured	trained
delegated	mediated	transacted
deliberated	minimized	transformed
demonstrated	mobilized	translated
designated	modeled	transmitted
designed	moderated	
determined	modernized	updated
devaluated	modified	upgraded
developed	monitored	
devised	motivated	validated
diagnosed	multiplied	valued
directed		verified
disbursed	negotiated	visualized
dispatched		
displayed	officiated	wrote
drafted	operated	
	orchestrated	
	organized	
	originated	
	overhauled	

Resumes and Action Words

Use action words to describe your experience and accomplishments.

Here are some actions words to use:

- | | | |
|----------------|---------------|---------------|
| ? achieved | ? drafted | ? originated |
| ? acquired | ? edited | ? oversaw |
| ? adapted | ? eliminated | ? performed |
| ? addressed | ? enforced | ? planned |
| ? administered | ? established | ? prevented |
| ? analyzed | ? evaluated | ? produced |
| ? anticipated | ? expanded | ? programmed |
| ? assembled | ? explained | ? promoted |
| ? assisted | ? forecasted | ? provided |
| ? audited | ? formed | ? publicized |
| ? budgeted | ? founded | ? published |
| ? calculated | ? generated | ? recruited |
| ? centralized | ? guided | ? reorganized |
| ? changed | ? hired | ? reported |
| ? collaborated | ? implemented | ? researched |
| ? composed | ? improved | ? resolved |
| ? condensed | ? informed | ? reviewed |
| ? conducted | ? insured | ? selected |
| ? constructed | ? interpreted | ? separated |
| ? contracted | ? interviewed | ? set up |
| ? converted | ? launched | ? simplified |
| ? coordinated | ? maintained | ? solved |
| ? created | ? managed | ? surveyed |
| ? cultivated | ? marketed | ? staffed |
| ? demonstrated | ? minimized | ? supervise |
| ? designed | ? motivated | ? taught |
| ? developed | ? negotiated | ? tested |
| ? devised | ? obtained | ? trained |
| ? discovered | ? operated | ? used |
| ? doubled | ? organized | |

Grade 10 Career Studies Questions to Prepare for a Resume

Questions

1. Good friends count on each other for lots of things. What do YOUR friends count on YOU for?
2. What do you do for your PARENTS or guardians to help them out when you have time?
3. IF one of your friends at school were to BRAG about you, what would they say?
4. IF YOU felt totally comfortable bragging about yourself, what would YOU brag about? What are you most PROUD of?
5. What GOOD QUALITIES did you inherit from your family?
6. What COURAGEOUS things have you done that you feel good about?
7. What DIFFICULTIES or barriers have you overcome, to get where you are now?
8. What CREATIVE things have you done that you feel good about?
9. Describe something you DESIGNED, CREATED, built, made, or fixed up, that gave you a strong sense of satisfaction. Tell why you feel good about it.
10. Which subjects are you best at in school? Why do you like those courses?
11. What PRAISE or acknowledgment have you gotten from your teachers?
12. What do you KNOW so well--or DO so well--that you could teach it to others? What's the main TIP you'd tell people about how to do it SUPERBLY?
13. Name about TEN QUALITIES or characteristics of OTHER people that you most respect or admire.
14. Think of a PROBLEM that came up that had other people stumped, but that YOU were able to do something about, to improve the situation. What did YOU do? What does that say about you?
15. If you suddenly disappeared for 3 months (say the US government sent you on a SPY MISSION!) what would your friends and family MISS most about you? How would their lives be more difficult, less fun, if you weren't there to help?
16. Which of the qualities you named in question #13 above are also true about YOU? For each of those qualities, tell what you DO that gives people the impression that you have that quality.

STUDENT RESUME EXAMPLE

<< Your Name >>

<< P.O Box and/or Street Address >>

<< Town, Province, Postal Code >>.

Telephone << Number >> e-mail << address >>

PROFILE:

A mathematics student who is keen to find a position as a Trainee Accountant. Reliable, trustworthy, numerate and meticulous. Worked for a firm of chartered accountants last summer and gained a good understanding of what is required of an accountant. Able to work on own initiative or as part of a team and can deal with administrative duties competently.

EDUCATION:

2001 - 2003 << name of school >> High School in << city >> with a focus in Mathematics.

Courses

Six Grade 9 courses including Mathematics, English and Science

Six Grade 10 courses including Mathematics, English, Chemistry, Physics, Geography and Economics

Volunteered / Member of << club or team >>

EXPERIENCE:

Summer 2002 **JOHNSON & STEVENS**

Administrative Assistant

A vacation job working for an accounting firm.

Responsibilities and achievements:

Assisted the Senior Partner who was conducting audits on major companies in the area.

Handled incoming telephone calls to the Senior Partner from other companies and members of the public.

Organized and maintained the Senior Partner's filing system.

Typed reports on an IBM Compatible PC using WordPerfect word-processor.

Devised a new filing system to maintain the files held by the department.

Solved users PC problems including sorting out spreadsheets, explaining how to use complex features in word-processing packages.

Summer 2001 **KINGSTON COMMUNITY CENTRE**

Co-ordinator

A volunteer position at a community centre for the elderly.

Responsibilities and achievements:

Organized a local advertising drive that increased the number of elderly people coming to the centre by 20%.
Organized games for people attending in the afternoons.
Escorted some of the elderly people to and from the centre.

COMPUTER SKILLS

<< list software able to operate or experience – e.g., IBM Compatible PCs running Microsoft Windows, MS-DOS, WordPerfect, Word for Windows, Lotus 1-2-3 and Microsoft Visual C. >>

INTERESTS

Interests at << school name >> included << list of interests >>

REFEREES:

Teacher << Name >>, << Department >> << school name >> High School << phone >>.

Power Resumes

Law Enforcement

Captain / Commander - Courts Division

Management of Deputy Sheriff Unit

Managed command of 65 Deputy Sheriffs policing and serving a 3-county region with population of 250,000.

Security Management - Court Operations

Directed security for 23 courtrooms processing up approximately 10,000 criminal and traffic citations on a monthly basis.

Staff Supervision & Performance Evaluations

Hired, trained, interviewed and conducted performance evaluations for all Deputy Sheriff staff.

Operations Management / Fiscal Control

Worked closely with Mayor and Chief of Police to development, manage and track annual payroll and operational budgets in excess of \$7.1 million.

Reduction in Turnover / Creation of Top Performing Unit

Reduced turnover from 32% upon initial assignment to less than 2% by implementing an effective training and professional performance assessment program that significantly increased morale.

Trades

Master Carpenter - Award Winning Designer

Designed innovative remodel and cabinetry work for homes valued up to \$2.5 million, with projects featured in Sunset Magazine.

Commercial and Residential Projects - Cabinetry and Finish Work

Diverse remodel experience includes additions, kitchen, bath, saunas, skylights, decks and tenant improvements ranging in fees from \$50,000 to \$200,000 per project.

Project Management and Supervision of Construction Staff

Managed a full range of trade workers completing light and heavy commercial projects with remodel fees of up to \$1 million per project.

Construction Site Management

- ? Managed completion of residential and commercial construction projects valued in excess of \$20 million annually.
- ? Supervised crews of up to 25 master carpenters, journeymen drywall hangers, foundation and general laborer personnel.
- ? Estimated project costs, performed take-offs and developed project proposals working directly with the General Contractor.