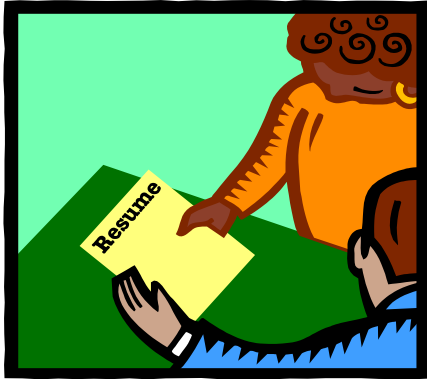# RESUME WRITING

Time Required: 30-45 minutes

Content Standards: Students will understand the relationship between personal qualities, education, training and the world of work.

Indicators (Students will…): Update resume and career portfolio.

GOAL: Students will understand the purpose of a resume, cover letter, and thank you notes.

Activity Statements:

Students will examine elements of a good resume and cover letter and discuss items that they should include in their own resume.

Materials:

1. Handout 1, Sample Resume (Place in binder)
2. Handout 2, Sample Cover Letter (Place in binder)
3. Computer(s) equipped with Microsoft Word (if possible)
4. Pen/pencil/paper

Procedures:

1. If you're lucky enough to have access to a computer lab, or even to just one computer in your classroom, walk students through a demonstration of the Resume Wizard for Microsoft Word (other word processing applications are likely to have a similar feature). Students will see just how simple it is to generate a resume format; therefore you can focus the rest of the lesson on helping them with what they should include in their resume. If you are unfamiliar with the resume wizard, give it a try. You'll be amazed at how quickly you can generate a resume. Enter some basic information and the computer does almost all of the work for you.
   - To locate the Resume Wizard on your computer, enter the Microsoft Word application and click on *File,* then *New*, then (on 97 version) click *Other Documents*, and then click on *Resume Wizard* and follow instructions from there.
   - A sample resume generated by a resume wizard is included with this lesson.

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2. If you don't have access to a computer for this lesson, inform students that this application is available to them and have them brainstorm locations where they have access to computers, such as libraries, Kinko's (for a fee), etc.
3. Using the sample resume handout, generate class discussion by reviewing each point. Personalize the discussion by inviting students to give examples from their own lives.
4. If you have time, ask students to submit their completed resumes to you for review.

Discussion:

1. What is a resume?
2. Why should you mail a cover letter with your resume?
3. When should you send a thank you note to a prospective employer?

Integrative Closing Statement:
A resume is a necessary tool in obtaining a good job. In order to stand out from other people applying for a job, students should present an accurate resume that presents them in their best light.

Additional Resources:

Job Star Resume web site: http://jobstar.org/tools/resume/index.php

Resume examples: http://www.resume-resource.com/

Book: The Complete Idiot's Guide to the Perfect Resume

http://books.google.com/books?id=ntLoMX2pFLIC&dq=resume&pg=PP1&ots=rEYuhkQzvC&source=citation&sig=nPsRqT7D5eAEp96r108oKo4fMyQ&hl=en&prev=http://www.google.com/search%3Fhl%3Den%26client%3Dfirefox-a%26channel%3Ds%26rls%3Dorg.mozilla:en-US:official%26hs%3DEDp%26q%3Dresume%26btnG%3DSearch&sa=X&oi=print&ct=result&cd=3&cad=bottom-3results

Extension Activities:

http://nvcis.intocareers.org/
Activity:
Have students create a resume using the Resume Builder in NVCIS
Students can also explore the Cover Letter Creator and the Thank-You Letter Builder in NVCIS

Students: Use the Resume Builder to create or revise their resume (See Portfolio Activity #9 – Using the Resume Builder)