

MAKING YOUR RESUME SHINE

GOAL: Students will learn the importance of and put finishing touches on resume.

Time Required: 30-45 minutes

Principles:

- Students will acquire the skills to investigate the world of work in relation to knowledge of self and to make informed career decisions.

Objectives (Students will...):

- Develop competitive resumes that will increase success in applying for postsecondary opportunities.



Activity Statements: Students will how to write a competitive resume.

Materials:

1. Pencil/Pen
2. Handout 1, Top Ten Resume Mistakes
3. Handout 2, College Admissions Resumes
4. Handout 3, Cover Letters for High School Students

Procedures & Discussion:

1. Begin by talking about the importance of the resume. Ask students what they think should be included in a resume. Why are resumes so important? What might you want to include on your resume? What might you not want to include on your resume?
2. If you're applying for a job, you are in a race — a race against time. Your resume must sell the hiring manager on your background in just 10 seconds, or you will lose the job — no interview, no higher salary, no fresh start.
3. Those seeking admission to an academic institution face a similar test. Though admissions officers will generally give your application more time, your resume still has only about 10 seconds to make that crucial first impression. A phenomenal document will start your application package off on the right track, while a poor one will have the admissions officer rushing through your personal statement to get to the next applicant.

MAKING YOUR RESUME SHINE

This point cannot be overstated: your resume either succeeds or fails in the first 10 seconds. Most candidates don't realize that a resume is never read word-for-word; it is scanned — once quickly, and if it survives that test, once more carefully. The fact is, out of the 1100 resumes submitted for the average job, hiring managers eliminate 900 based on a 10-second review (similar to rejection rates at top universities) and reject all but the top resumes based on a "closer" 30-second inspection. That is a success rate of less than half a percent.

While this may seem like an impossible challenge, you can overcome it. Once you know how, you'll be able to create a succinct, powerful presentation that doesn't just make the initial cut, but actually compels your reader to put you in the interview pile. The key is to recognize the power of your resume.

For job seekers, an outstanding resume will:

- **Shorten your time spent searching for a job.** According to the U.S. Department of Labor, the average job search takes longer than three months. The time saved searching for a job can translate into tens of thousands of dollars in salary for the currently unemployed.
- **Put you in control of your interview by downplaying potential weaknesses.** Interviewers love to focus on resume liabilities like inexperience, extended time off, frequent job changing, and so on. An excellent resume would minimize these points and showcase your strengths.
- **Omit the screen-out factors that relegate many resumes to the trash.** Are there any typos? Do you use the word "I"? Do you address the employer's value proposition? Do you sound like a boss's nightmare? Once you know how, you'll avoid every one of these potential pitfalls on the road to employment.

Those applying to school can benefit in much the same way from a strong resume — and hurt their chances as much with one that is mediocre. Though resumes may have more power to diminish your chances for graduate-level admissions than for college, even the youngest applicants should take advantage of the opportunity not simply to avoid being rejected immediately, but to distinguish themselves as a cut above their competitors.

No matter what your objective, however, the message is clear: college admissions officers and Fortune 500 company hiring managers alike will choose the more professional candidate over an equally talented, but less polished alternative. Craft an outstanding resume, and that professional candidate will be you!

The resume will be your first impression with a college or employer. Take time to make that first impression a good one

MAKING YOUR RESUME SHINE

Additional Resources:

Free Resumes: <http://www.resumetemplates.org/>

Resume Samples: <http://jobsearch.about.com/od/sampleresumes/a/sampleresume2.htm>

Extension Activities:

Continue to think about items you may include on your resume. What can you do to continue to build your resume while in High School?

Activity:

Have students create a resume using the Resume Wizard in Word

Students can also web search how to write a Cover Letter and Thank You Letter

Articles for discussion:

[Your Resume: Key for Success](#)

[Proofreading Your Resume](#)

Resources:

Roads to Success Lesson Plan – [Creating Resumes 1](#)

Roads to Success Lesson Plan – [Creating Resumes 2](#)

Reference:

Adapted from the West Virginia Department of Education Links Curriculum lesson of the same name, June 2012. <http://wvde.state.wv.us/counselors/links/about.html>