

# RESUME BUILDING



**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...):**

- Learn how to write a resume.

**GOAL: Students will look at sample resumes, understand components of resumes and complete a draft of a personal resume.**

**Activity Statements:** Students will examine elements of a good resume and discuss items that they should include in their own resume. The students will develop a draft resume using the appropriate elements.

**Materials:**

Handout 1 – Sample Resume

Handout 2 – Develop Your Own Resume

Resume Wizard found on Microsoft Word...one or more computers needed

**Procedures:**

**Introduction - Creating Your First Resume.** If you are worried about writing a resume, or struggling with the task, you're not alone! Creating your first resume doesn't have to be an intimidating task if you understand the goal of your resume - to generate interest and interviews. It doesn't have to get you into a college or a job and it doesn't need to cover your life history. It simply has to pique the interest of the reader and answer the only question he cares about: will this candidate add value to us? If your resume answers this question effectively - by clearly communicating your strengths – recruiters and employers will want to meet with you. It really is that simple.

1. Distribute Handout 1 – Sample Resume. Review the components of the resume providing examples of the types of information found on a resume.

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2. If available, each student will access a computer and enter their information into the Resume Wizard. Once completed, the student should save the file and print a copy. This should be considered the first draft.
3. If only one computer is available, the advisor should first walk the students through the process on the computer. Handout 2 will then be distributed and the students will complete a first draft with pencil and paper.
4. Ask students to share some of their experiences.

## Discussion:

1. What is a resume?
2. Why might you need a resume in the tenth grade?
3. How often should you update your resume?
4. How do you plan to use your resume?

## 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>

**Resume examples for high school students**

<http://www.aie.org/HighSchool/Jobs/SampleResumes/index.cfm>

**Microsoft Student Resource Center** <http://office.microsoft.com/en-us/FX102513841033.aspx>

**Beginner Resume Template**

<http://office.microsoft.com/en-us/templates/TC300018961033.aspx?CategoryID=CT101449351033>

**Extension Activities:** Students should complete their resumes and include a copy of the resume in their portfolios. The resume file should be saved so that students can easily update it throughout high school and beyond.