

Guideposts for Success: Lesson Plans and Activities

Developed by the Institute for Educational Leadership

LESSON 10: WHO NEEDS A RESUME ANYWAY?

AT-A-GLANCE

It's never too early for young adults to learn to appreciate the fact that getting a job is hard work! This lesson is geared to help young people understand the purpose of a resume, why they should have one (even if they don't think they need one right now), and how a resume will help them to shape their conversations with potential employers. The ultimate goal of this lesson is to have students create a starter resume, one that is generic enough to use for a first job (or their next job).

LESSON/ACTIVITY

The beginning of this lesson will be a discussion. Ask the group for a volunteer to record answers on the board or on chart paper.

Say: "You are all a group of employers (30-60 years old). You have 3 jobs available at your business. You have to decide how you are going to recruit for these jobs. The local high school is down the street from your place of business—but you're not sure if you want to take a Help Wanted sign to the school's career center. Why might you be reluctant to hire youth?"

Answers may include some of the following: unreliable, won't take my job seriously, no work history, they will have their pants hanging down and won't look presentable, etc.

What can young people do to be sure they stand out in a crowd? To be sure they are recognized as solid candidates for jobs? They can take the time to learn a little about the businesses in their community, and have a document that describes their skills and talents and highlights why they should be hired.

Discuss the important components of a resume. Though these are presented below as a list, encourage a lively dialogue.

Essential:

- Name and contact information
 - Only use an email address if you check your email frequently.
 - If your email address is "inappropriate" for job hunting (just ask your mother or a teacher), create a new one just for work.
 - If you offer your cell phone, be sure the message won't scare off a potential employer.
- Education
 - If you haven't graduated from high school yet, it is okay to list your expected date of graduation.
- Work-related experience
 - This includes both paid and volunteer experiences.

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- Academic and school experience
 - Are you taking honors or AP classes?
 - Are you on a sports team? Are you team captain?
 - Have you won any awards or medals for school projects?
- Relevant skills
 - These are skills you have that relate the job you are applying for (this one is tricky, but can be pretty important).

Optional:

- an objective or job target
- references (Experts differ on whether to include these details on a resume or provide them separately)
- personal interests

Editorial Checklist

- Proofread your document. One grammatical or spelling error can lose you a job. Really!
- Ask a teacher or a career center teacher to review and provide you with suggestions.
- Be sure your resume is no longer than one page.
- Use plain, boring fonts. Most recommended are Times New Roman, Garamond, Georgia, Tahoma, Arial, or Helvetica.
- Be consistent with headings. If you **bold** one heading, **bold** all of them.
- Save an electronic copy.

Now, it's time to create a resume! Below are a few references and a basic resume sample.

Additional references:

- My First Paycheck offers an easy resume builder for young people
<http://www.myfirstpaycheck.com/resumes/>
- Quintessential Careers: Teen Resume Writing Checklist
http://www.quintcareers.com/teen_resume-writing_worksheet.html
- Quintessential Careers: Teen Resume Writing Quiz:
http://www.quintcareers.com/teen_resume_quiz.html

EXTENSION

Have students work together to produce their own resume checklist—one which the entire group takes part in creating. Students can then review each other's resume and provide feedback and constructive comments—and have their resumes reviewed by their peers.

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RESUME – SAMPLE

NOTE: Your resume should be one page. This sample appears on 2 pages because of the comments included.

Samantha Student

Your Street Address

Your City, State Zip

Phone | **Appropriate**Email@EmailAddress.com

Career Objective

Computer support technician

This is just an example. An objective can be helpful if you are applying to a large company that scans resumes and looks for “key words. Resume experts offer differing opinions on the importance of this category.

Education

High School Diploma, June 2010

Name of High School, City, State Zip

GPA (if desired); Class rank (if desired)

** If you have a GED, list that with the date. If you have an Associate’s degree, or higher, list that information instead of your high school/GED information.*

Honors and Awards

** Here you can list (individually) if you have received any academic honors, perfect attendance, sports awards, etc.*

Relevant Courses

Introduction to Computer Repair I

Introduction to BASIC

Database & Spreadsheets

Intermediate Microsoft Word

** Think about courses you have taken that relate to your career objective. The examples below relate to the example objective used above (computer support technician). If this section doesn’t apply to you, you don’t need to include it.*

Related Experience

Neighborhood “Computer Expert.” June 2008 – present

Performed troubleshooting for several friends and relatives who were having difficulty with hardware or software.

Network Assistant (volunteer), My High School. September 2009 – May 2010

Assembled 20 computers for new computer laboratory, loaded software and connected each to the school network.

Other Experience

Bus-person, Sylvia’s Restaurant, City, State. Summer 2009

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Provided efficient, friendly, quality service in busy fine dining atmosphere.

Babysitter/child care provider. Summer 2000.

Provided safe, warm environment for two children aged 4 and 7. Supervised their self-directed play and prepared meals and snacks.

Activities

Soccer Team – 2007 – 2010; Co-captain 2009, Captain 2010

Civil Rights Team - 2008

Soup Kitchen Volunteer – 2007 - present