

## Activity

- Teacher will ask students:
  - *What is a resume? Anyone know? Suggestion: have visual examples.*
  - *Why do you think resumes are typically required when applying for a job?*
  - *Imagine yourself as a boss or employer trying to hire the best candidate for a position, or the most qualified. How will you best remember, if you're interviewing 10-12 applicants for a position.*
- Distribute the Susan Stallings resume. Have the students study it for a few minutes, then have them make a comment or ask a question about it. Why does ---? How do ---?
- Students may also be encouraged to think about what their own might or might not look like, and ask questions.
- Students then begin the work of building a personal resume at the computer, then printing it when completed. Teacher may want to check each before the printing, monitoring for completion of all questions asked. Encourage students to ask questions during the activity. After printing each resume, then students are expected to look it over for any areas that may not accurately reflect who they are. If this is the case, extra time can be given outside of class to re-do the resume.

## Objectives

Students will:

- Identify three reasons for submitting a resume.
- Be familiar with how to develop an effective personal resume.
- State two life experiences that qualify as "work experience" and merit being placed on a resume.

## Materials

- Computers will be needed for each student or at least for every two students, in order to complete the activity.
- Computers may be on and set to the website as a timesaver. The website for all students to use is: [www.careerkids.com](http://www.careerkids.com)
- Review the discussion questions below for preparing for the main activity.
- Make student copies or overhead of the resume sample.
- Using attached sample resume, (Susan Stallings), point out to students that this will be a similar result for them after responding to all questions on the site. Study the resume sample with students before you begin using the website so all can see an example of a standard resume. Displaying other visual examples of resumes with contrasting styles is a good idea.

## Summary

- Teacher will ask:
  - ✓ *Do you feel that you could use this resume to apply for your next job? Why or why not?*
  - ✓ *What do you think is most impressive about your resume?*
  - ✓ *What would you like to change?*
  - ✓ *Now that you see your own, what are some of the important things to remember in creating a resume for a future employer?(neatness, accuracy, easily read, not too long or too short)*

*It is always a good idea to have extra copies of your resume with you when job-hunting, or even when you are interviewed. Why would you think this is important? Imagine an employer-interviewee scenario with you as the star....*

## Vocabulary

- Resume
- Employer
- Employee
- Applicant/candidate
- Interview

## Notes for Teachers

- Many students will need to be encouraged to think about how some of their life experiences will transfer into a resume for a future position.

## Reflection

- As a journal entry or discussion: *As you review your resume, think about what experience seems to be missing from your resume that you would like to have there. What would that be? How can you make that happen?*

## Home Connection

Ask parents about their experience with a resume in the past, its importance to them, and to employers. Ask your parents if they have a copy of one to look at.

Ask if you can take it to your class to share, if it looks interesting or different to you, compared to the activity.