

Formulas for Career Success: Résumés

Media Type: Video

Duration: 19 minutes

Goal: To identify the purpose of a résumé and analyze the process of creating one.

Description: The résumé is the most basic and necessary of career-building tools, so it is vital for students develop an effective one. This presentation guides students through the process of developing a résumé. It discusses information to be included, appropriate formatting and how to deliver a résumé to a potential employer.

Objectives:

1. To identify the purpose of a résumé.
2. To describe elements to be included in a résumé.
3. To discuss various formats for résumés, including chronological, functional and combination.
4. To analyze methods of delivering a résumé to a potential employer.

Horizontal Alignment

Core-Subject Area	Foundation Concept	Basic Understanding
Language Arts	<i>Application of Writing Skills</i>	<ul style="list-style-type: none">• Editing/proofreading• Composition mechanics• Descriptive, informative, creative and persuasive writing• Analyzing audiences
	<i>Analysis of Text & Information</i>	<ul style="list-style-type: none">• Drawing inferences and generalizations• Reading/content literacy• Expression of thoughts and ideas• Communication skills• Creating visual representations
	<i>Technology Applications in Literature</i>	<ul style="list-style-type: none">• Utilizing document processing software• Utilizing presentation processing software• Internet-based research

Formulas for Career Success: Résumés



Lesson Plan

Class 1: Begin class by passing out the *Formulas for Career Success: Résumés Vocabulary Handout* and *Worksheet* for students to use as reference materials during the presentation. Show *Formulas for Career Success: Résumés - Components* and *Formulas for Career Success: Résumés - Writing & Delivering*. Have students get into groups to complete the *Sample Résumé Discussion Activity*.



Video
19 min.

Class 2: Administer the *Formulas for Career Success: Résumés Assessment*. Introduce the *Résumé Development Project* and allow students the remainder of class to work. Instruct students to have the *Project* completed by the next class.

Class 3: Have students get into groups and complete the *Résumé Critique Activity*.



Lab Activities

Sample Résumé Discussion

Directions:

Students will be divided into groups of four or five. They should consider the sample résumés provided and discuss the effectiveness of each. Groups should then pick the résumé they believe is most effective in format and wording. (They should not consider qualifications, only how those qualifications are presented.) Each group will briefly explain to the class why they picked the résumé as the best.

Résumé Critique

Directions:

Students will work in groups of three and will trade résumés created for the *Résumé Development Project*. They should use the provided rubric to critique their classmate's résumé and should include at least two positive comments and one suggestion for improvement. If time allows, have students trade résumés again to critique the résumé of the group member which they have not critiqued. (Students will need an additional copy of rubric for second critique.)



Project

Résumé Development

Directions:

Students will develop a résumé for general use. Résumés may be any format, but should be easy to follow. Information included should be appropriate, original and accurate. Students may use outside sources to get ideas and advice, but should not use a template or paid service. After developing the résumés, students should prepare to have them reviewed and critiqued by their classmates.



Lesson Links

CareerOneStop: Résumé Guide

- <http://www.careeronestop.org/ResumeGuide/Introduction.aspx>

CareerPerfect: Résumé Writing Advice

- <http://www.careerperfect.com/content/resume-writing-help/>



Career & Technical Student Organizations

Future Educators Association

- Job Application

SkillsUSA

- Employment Application Process