

Lesson Length: 60 mins

Learning Objectives

Students will be able to:

- Identify key elements to include in a resume
- Discuss best practices in creating a resume
- Analyze another person's resume
- Write a first draft resume

Standards Alignment

Middle School National Standards for Personal Financial Education

This lesson does not align with National Standards for Personal Financial Education.

Math Skills

- ☐ Order of operations
- ☐ Ratios, Proportions, and Percents
- ☐ Expressions and Equations
- ☐ Graphing on a Coordinate Plane
- ☐ Measures of Central Tendency

ELA Skills

- ☐ Conduct research to locate information
- ☐ Write claims with clear reasons and evidence
- ✓ Understand and summarize key topics from a text or visual
- ☐ Participate in discussions and state ideas clearly

Resources

Materials Prep

- Computer/tablet (optional) IF you want them to do their resume electronically

Distribute to Students

- [Student Activity Packet](#)
 - [Spanish version](#)



INTRO

CHECK IT OUT

Pronounced “rez-u-may” a resume is a must-have document if you are trying to get a job. Check out these two graphics to kick-off this lesson.

What's a résumé?

A résumé is a document that sums up your skills, experiences and accomplishments so a potential employer can quickly see whether you are a good fit for a position. Before you start applying for jobs or internships, you'll need to write a résumé. Even if you're new to the workforce, a strong résumé can help you stand out in the crowd.

[1]



[2]

1. Choose ONE column in the chart below and brainstorm what from your own life you could put on your resume.

Skills	Experiences	Accomplishments
Answers will vary	Note: Student chart is larger to allow list making	

- ❖ **Teacher Tip:** Put a similar chart on the board or projector. Once students have worked independently, go around the class, quickly having each student read aloud one item from their chart; as the teacher, you will record ALL answers in your chart. Instruct students to fill in more gaps on their chart if their peers' contributions make them think of anything similar that applies to them.
 - Example: If a peer says, "Dog walker for my neighbor," and that makes me think, "I shovel driveways when it snows," I should write shoveling, not dog walking. If I don't have anything similar to dog-walking in my life, I write nothing.



LEARN IT

ARTICLE: High School Resume Writing Tips

You've now got a list of possible items that could go on your resume. But, how do you actually write one?

High School Resume Writing Tips

Even though you haven't graduated or maybe even worked at a job yet, you can still create a resume.

Here's what to include:

- A. **Informal Work Experience:** If you've had a formal job, include it. You can also include informal work like baby or pet sitting, lawn work, snow shoveling, selling items you've made, or anything else you've done to earn money.
- B. **Extracurricular Activities & Leadership roles:** Your activities, volunteer work, special school events, community or religious groups, and sports teams all work on a resume. If you held a leadership position like captain or vice-president, be sure to note that.
- C. **Your Attitude:** Future employers want to know you're a hard worker with a great attitude. Think of relevant compliments you've received such as "great teamwork," "honest and trustworthy," "reliable," "always on time," or "a quick learner!"
- D. **Your Honors and Achievements:** Think about your school work or extracurricular activities and recall if you've been noted for outstanding work like Perfect Attendance, Honor Roll, Most Improved, Member of the Month, etc.
- E. **Your skills:** Include skills that relate specifically to the job you're trying to get or that your employer might find impressive. Skills can be related to computer use, communication, foreign languages, math, science, or music and other arts.

And here are some writing tips:

- A. **Make an Outline:** Before you start formally writing, create a brainstorm of everything you might want to include, then narrow it down to the most important pieces
- B. **Use Action Words:** Start phrases in your descriptions with verbs like organized, led, taught, wrote, researched, created, and calculated.
- C. **Connect Your Experiences to the Specific Job:** For example, if it's a cashier job, emphasize your friendliness, math abilities, work ethic, and ability to work on a team.
- D. **Keep It Short:** Your resume should all fit on one page.

[Source](#)

1. If you don't have any work experience yet, what parts of your resume can you highlight instead?

ANSWERS WILL VARY but should pull from:

- Informal jobs
- Extracurriculars
- Achievements
- Attitude
- Skills

2. One tip is to "Use Action Words." Which entry would be stronger on a resume?
 - a. Spartan Soccer League - team member for 3 seasons
 - b. **Spartan Soccer League - led team warmups at weekly practices for 3 seasons**
3. Why is it important to proofread and edit your resume?

Employers read your resume to decide if you would be a good fit for the job and if they want to interview you. You want to make a great impression with your resume. They may not hire you if they think you are careless, not a good communicator, or don't care about the job.

SAMPLE: [First Resume with No Work Experience](#) [**←CLICK FOR LARGE VERSION**]

Review this sample resume from Michelle Washington and use it to answer a few questions.

See image on next page. Sequenced this way on Lesson Guide only to conserve space.

1. Based on this resume, would Michelle have a better chance of getting an interview to work at the front desk of a daycare or stuff packages in a company's mail office? What makes you say that?

The daycare: She has experience working with people, specifically with children, and is good at various computer systems. This doesn't mean she would NOT get an interview for the mail office, but she's probably better suited to the daycare and might enjoy it more.

2. Take a look at the SKILLS and AWARDS & ACHIEVEMENTS sections of Michelle's resume. What could she do better?

- Inconsistent spacing and capitalization
- Could provide more detail on some of her skills, such as Customer Service
- National Honor -- does not describe for WHAT. The entry looks incomplete

Michelle Washington
18 Sunnyside Boulevard
Arlington, NY 16543
mwashington@email.com
111.123.1234

EDUCATION

Arlington High School, Arlington, NY
CLASS OF 2019

EXPERIENCE

Pet Sitter – Arlington, NY

JUNE 2017 - PRESENT

Established and run successful pet sitting business including dog walking, feeding, and yard care. Responsible for obtaining clients, scheduling and attending visits, organizing visits, and maintaining client relationships.

Soup Kitchen Volunteer – Arlington, NY

SEPTEMBER 2017 - PRESENT

Act as weekend/holiday volunteer manager at local soup kitchen, scheduling volunteer time slots, managing intake of donated food, and assisting with preparation and distribution of meals on Sundays and holidays including, Thanksgiving, Christmas, and Easter.

Child Care Provider – Arlington, NY

JUNE 2015 – JUNE 2017

Provided child care for several families after school, weekends, and during school vacations.

SKILLS

Customer service
SocietyHospitality
Microsoft Office
Google Drive

AWARDS & ACHIEVEMENTS

National Honor
Honor Roll
President of high school Volunteer Club
MVP, Arlington Varsity softball team



DO IT

PART 1: CHOOSE YOUR BEST INFO

Refer back to the chart you created during the INTRO activity. Depending on how full your chart is, you may not be able to include EVERYTHING on your resume. Remember, it should only be one page! Go back to your chart from the intro and rank each of your entries:

- Y** [yes] If it's super important; you WILL include it
- M** [maybe] If it's pretty good; you MIGHT include it
- N** [no] If it's not that great; you will NOT include it

- ❖ **Teacher Tip:** You may have students who don't have enough from their lists to complete a resume. A few options that might work:
 - Help the student brainstorm -- maybe they are forgetting possible entries
 - Allow the student to "make up" some items they plan to add before they graduate from high school
 - Let the student create a resume for a famous TV or movie character instead

PART 2: WRITE A FIRST DRAFT

A resume will come in handy when you want to get a job, but you can also use it to apply for internships, special programs, college, awards, and more. Write a first draft of a resume using the template on the next page. Note that resumes can come in **many** different formats, so we've chosen just one to use here.

- ❖ **Teacher Tip:** You can extend this lesson by including proofreading, peer editing, revisions, and submitting a polished resume. In this lesson, we only have them get started with a first draft. You could also introduce students to LinkedIn.
- ❖ **Teacher Tip:** If you want students to do their draft digitally, [here is the same template](#) provided below.

Name & contact information

Activities & Leadership

Work Experience

Skills

Honors & Achievements

Education

1. Now that you've written a first draft, what would be your next step if you wanted to generate a polished resume?

ANSWERS WILL VARY but could include:

- Type up a nicer copy (if they did this one by hand)
- Ask someone for feedback
- Choose a format that reflects my personality
- Look at some online samples before revising



EXIT TICKET

1. How often do you think you should update your resume? Why?

ANSWERS WILL VARY but could include:

- Every time you gain relevant experience that improves your resume
- Each time I'm looking for a job or applying for an opportunity
- When I transition to high school

2. Thinking back to the previous lesson, how are a transcript and a resume similar? How are they different?

Similar -- both provide an overview on one page so others can learn about how and how qualified you are for given opportunities

Different -- transcripts are only focused on school classes while resumes show a bigger picture; also, your school creates your transcript, while you create your own resume



EXTRA RESOURCES

Have extra time? Here is more content you can use in your classroom.

- (Article) [How to Write a High School Resume for College Applications](#) - The Princeton Review

- (Reference - scroll halfway down) [Student Resume Examples and Templates](#) - The Balance

www.ngpf.org

Last updated: 05/04/2021

[1] <https://www.collegeboard.org/>

[2] <https://www.thebalancecareers.com/high-school-resume-examples-and-writing-tips-2063554>