



# BUILDING A RESUME

*High Beginning*

*Students fill out a resume template.*

## Lesson objectives:

- Create a resume

## Warm up

- Before class: write the lesson objective on the board.
- Ask Ss: *What is a resume?* Elicit appropriate responses such as *a document that provides employers with a summary of your work experience, education and key skills.*

## Presentation

- Give each S a copy of Activity Worksheet.
- Walk Ss through the resume template.
- Start with the Contact Information section. Ask Ss if they have e-mail accounts. If any Ss do not, explain how to open one. Write the names of free e-mail websites on the board.
- Tell Ss it's important to have an e-mail account because many companies ask potential employees to apply for jobs via e-mail.
- Walk Ss through the Professional Experience section. Tell Ss the companies should be presented in order of most to least recent. If Company 1 is their current job, they should use the present tense to describe their

responsibilities. They should use past tense to describe their responsibilities under Company 2 and Company 3.

- Under the Education section, encourage Ss to include any education they've completed including high school, ESL or vocational classes and any certifications or licenses they've earned.
- Ask Ss what they think they should include under the skills section. Elicit answers such as *language* and *computer* skills. Write Ss' answers on the board.
- Tell Ss to complete the resume template. Walk around and help as needed.
- Divide the class into pairs. Ask Ss to present their resume to their partner. Encourage Ss to ask each other questions about their resumes.
- Tell Ss that they should constantly update their resumes to include new professional experience, training and education.

## Evaluation

- Ss add the completed Activity Worksheet 6C to their Career Portfolio.



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**Name:** \_\_\_\_\_

**Career of Interest** \_\_\_\_\_

## CONTACT INFORMATION

Name \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zipcode \_\_\_\_\_  
 Phone \_\_\_\_\_ Email address \_\_\_\_\_

## PROFESSIONAL EXPERIENCE

Company 1 \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_  
 Dates worked \_\_\_\_\_  
 Job Title \_\_\_\_\_  
 Responsibilities \_\_\_\_\_  
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## PROFESSIONAL EXPERIENCE

Company 2 \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_  
 Dates worked \_\_\_\_\_  
 Job Title \_\_\_\_\_  
 Responsibilities \_\_\_\_\_  
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## PROFESSIONAL EXPERIENCE

Company 3 \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_  
 Dates worked \_\_\_\_\_  
 Job Title \_\_\_\_\_  
 Responsibilities \_\_\_\_\_  
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## EDUCATION

College, degree \_\_\_\_\_  
 Vocational training or classes \_\_\_\_\_

**SKILLS** \_\_\_\_\_  
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