



# BUILDING A RESUME

*Low Intermediate*

*Students find and compare sample resumes in their career of interest.*

## Lesson objectives:

- Look at resumes in your career of interest
- Compare resumes in different careers

## Warm up

- Before class: write the lesson objectives 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*.
- Review the basic structure of a resume with Ss: *Contact Information, Professional Experience, Education and Skills*.

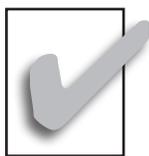
## Presentation

- Tell Ss that resumes are different across careers. For example, some careers may require special certifications or licenses. Explain that it's important for Ss to highlight skills relevant to their career of interest on their resume.
- If your school has a computer lab, tell Ss they will use the Internet to find sample resumes in their career of interest.
- Model for Ss how to find career-specific resumes. Type *home health aide, sample resume* into a search engine.

- If a computer lab is not available, bring Ss to the library. Notify the librarian ahead of time and ask if the librarian is available to direct Ss to job search and occupational resources.
- Give each S a copy of the Activity Worksheet.
- Tell Ss to find at least two sample resumes in their career of interest. Tell Ss to complete part A. Walk around and help as needed.
- When Ss have finished part A, divide the class into pairs. Ensure the Ss in each pair are interested in different careers.
- Ask Ss to show the sample resumes they found to their partners.
- Ss complete part B in pairs.

## Evaluation

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



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

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

**A. Look at resumes in your career of interest. Answer the questions below.**

1. What licenses and certifications do professionals in your career of interest have?
  
  
  
  
  
  
  
  
  
  
2. What educational background do professionals in your career of interest have?
  
  
  
  
  
  
  
  
  
  
3. What work experience do professionals in your career of interest have?

**B. Compare resumes from two different careers. Answer the questions below.**

1. Which careers are you comparing?
  
  
  
  
  
  
  
  
  
  
2. What are three similarities between the resumes?
  
  
  
  
  
  
  
  
  
  
3. What are three differences between the resumes?