



BUILDING A RESUME

High Intermediate

Students revise their resumes then edit a classmate's resume.

Lesson objectives:

- Revise your resume
- Edit your partner's resume

Warm up

- Before class: write the lesson objectives on the board.

Presentation

- Ask Ss to bring their resume to class. The resume can be typed or hand-written.¹
- Review the basic structure of a resume with Ss: *Contact Information, Professional Experience, Education and Skills*.
- Tell Ss they are going to revise their resume.
- Give each S a copy of the Activity Worksheet. Review the questions.
- Explain the difference between chronological and functional resumes: *chronological resumes focus on work experience from most to least recent; functional resumes focus on skills and experience*.
- Explain that chronological resumes are the most common type of resume. Functional resumes are useful when a person is hoping to change careers or has gaps in their employment history.
- Write *Managed the department budget* on the board. Ask Ss: *What is unusual about this sentence?* Elicit answers such as *there is no subject; there is no I*.

- Tell Ss that sentences describing job responsibilities should never contain *I* or *my*.
- Write examples of action verbs on the board such as *managed, accomplished, collaborated, encouraged, established, facilitated, developed, planned*. Ensure Ss understand the meaning of each verb.
- Encourage Ss to use action verbs such as these when describing job responsibilities.
- Define transferable skills as *skills that are useful in any job*. Remind Ss to focus on transferable skills when describing job responsibilities.
- Tell Ss to answer the questions and then revise their resume accordingly.
- Divide the class into pairs. Tell Ss to edit each other's resumes using the Activity Worksheet questions.
- Ss discuss the suggested edits with their partner.

Evaluation

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

¹If any Ss do not have a resume, they can create one during class while their classmates complete the Activity Worksheet.



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Name: _____

Career of Interest _____

Read the resume. Answer the questions below.

1. Does the resume have the key sections (*Contact Information, Professional Experience, Education and Skills*)?
2. Is the contact information complete? Is there a home address, e-mail address and phone number?
3. Is the resume *chronological* or *functional*?
4. Do the job responsibility sentences contain *I* or *my*?
5. Which action verbs are used?
6. Do the job responsibilities focus on transferable skills?
7. Is the resume easy to read?
8. Are there any spelling or grammar mistakes?