



# BUILDING A RESUME

Low-beginner

*In order for students to build their resume, they must first identify previous work experience in key resume skills.*

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## Lesson objectives:

- Brainstorm work experience
- Create a list of key resume skills

## Warm up and review

- 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.*
- Explain that today's lesson will help Ss identify their previous work experience.

## Presentation

- Ask students: *What are some of your job responsibilities?* Write Ss' answers on the board. Ask Ss who don't currently work what their responsibilities are at home or in the community.
- Encourage Ss to describe responsibilities from previous jobs.

## Practice

- Give each S a copy of Activity Worksheet 6B. Read the key resume skill categories aloud. Ensure Ss understand all of the terms on the worksheet.
- Tell Ss to circle the skills they regularly do at work, home or in the community. Tell Ss to write sentences about the skills using complete sentences.
- Walk around and ensure Ss are completing the worksheet correctly.

## Evaluation

- Ss in partners. Ask Ss to read their sentences to a partner.
- Ss add the completed Activity Worksheet to their Career Portfolio.



# BUILDING A RESUME

*Low-beginner*

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

Career of interest: \_\_\_\_\_

## A. Circle the skills you can do.

### Communication

Answered phone calls

Gave directions

Made suggestions

### Computer

Sent emails

Used the Internet

Created electronic documents

### Teamwork

Participated in team meetings

Trained employees

Listened to and followed directions

### Household

Paid bills

Cooked meals

Made appointments

## B. Describe your work experience using the skills above. Write complete sentences.

1. \_\_\_\_\_.

2. \_\_\_\_\_.

3. \_\_\_\_\_.

4. \_\_\_\_\_.

5. \_\_\_\_\_.