

Student Instruction Sheet: Unit 3 Lesson 2



Job Search Tools - Resume

What's important in this lesson:

To understand that the resume is one of the most important job search tools and learn about the three types of resumes, the five stages of writing a resume and how to prepare a resume.

Complete these steps:

1. You are the Manager of AMC Music looking for a new employee. You have just received 500 resumes. How do you sort them? What do you want to see in the "perfect" resume? Complete the resume map.
2. Read over the resume handout. Identify the five stages required in completing a resume and identify the different types of resumes.
3. Using the classified ad from Unit 3 Lesson 1 fill in the resume template.
4. Now create a rough draft of your resume, use the resume format, example and checklist to ensure you have all the necessary information.
5. Type your good copy of your resume for your portfolio to be evaluated as part of your summative.

Hand-in the following to your teacher:

1. Submit resume template and rough draft.
2. Resume good copy and rubric to be submitted into the portfolio – as part of the Culminating Performance Task.

Questions for the teacher:

Student Handout: Unit 3 Lesson 2

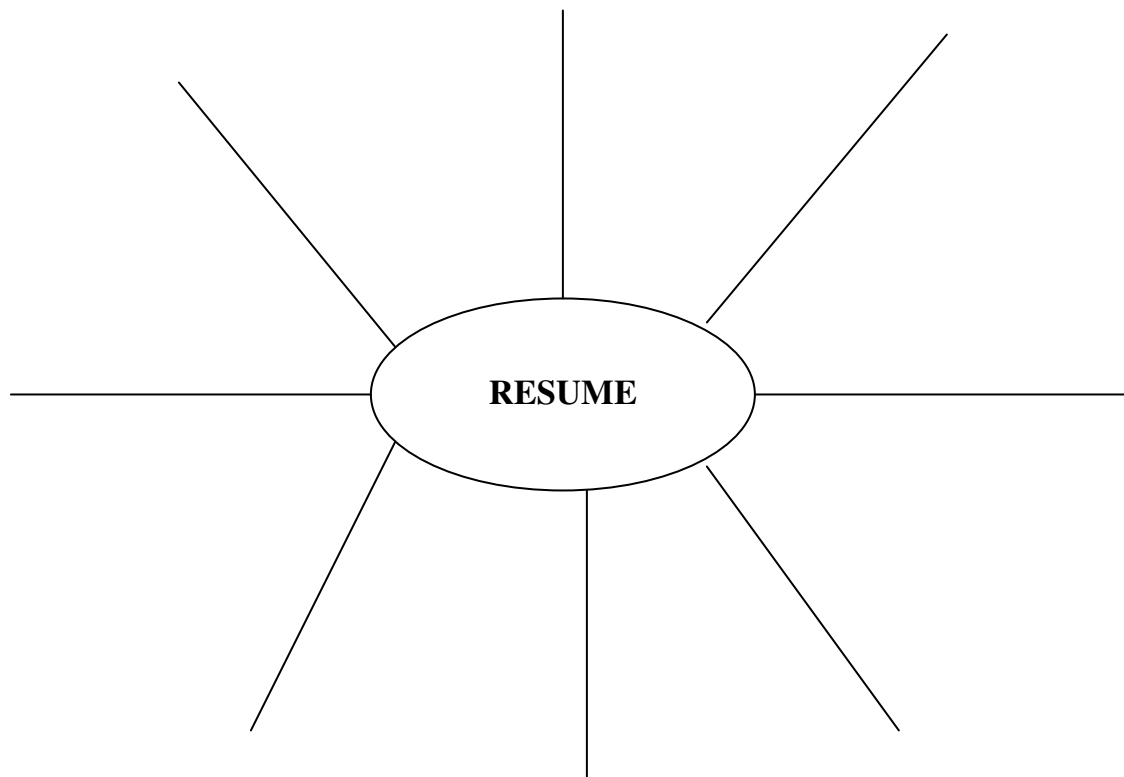


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You are the Manager of AMC Music looking for a new employee. You have just received 500 resumes. How do you sort them?

What do you want to see on the “perfect” resume?

Complete this resume map.



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RESUME NOTE

Your **resume** is a picture of who you are, but it is a selective picture. It's more like an outline than a full autobiography. It gives the person who reads it a quick, general idea of who you are, leaving out what is unimportant and letting you fill in the details in your job interview. The resume is probably the most effective job search tool you will have. Its purpose is to get you an interview. Writing an **effective resume** is a process. This process **includes** the following **stages**: gathering information, sorting information, choosing the right format, writing a rough draft, and editing your draft.

There are **three main ways** to organize your information in a resume.

Which is the best one? Consider the following:

The **chronological format** is probably the most popular resume format (but not necessarily the best one for you).

A **chronological resume** highlights your job history and your formal education. Employment and education information is listed in reverse chronological order, with your most recent job or most recent schooling first and working back through the years. The job titles and educational degrees are emphasized and job descriptions, duties and accomplishments are highlighted

A **functional resume** is organized around the skills, talents and abilities you have rather than around your previous education or employment history. The functional resume is best when you have little or no actual work experience in the area in which you are now looking for a job.

The **combination resume** uses features of both the chronological and functional resumes. It features a functional section that highlights skills, accomplishments and experience and combines this with a chronological listing of employment and education. The combination resume is most effective when both skills and job experience need to be emphasized. Its main disadvantage is that it sometimes leads to a longer resume, which might turn off prospective employers.

General Guidelines and Winning Tips

1. *Target your resume*
2. *How does your resume answer the needs of what the company is looking for?*
3. *Use your resume to obtain an interview*
4. *Be specific in your accomplishments*
5. *View your resume as a marketing tool*
6. *Avoid using "I"*
7. *Be positive*
8. *Save other documentation for your interview*
9. *Determine whether listing actual references can help you*
10. *If you are sending the resume electronically send it to a friend first*

Resource: www.nextsteps.org

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RESUME FORMAT

Your Name
Your Full Address
Your Area Code and Telephone Number
E-mail address (if appropriate)

JOB OBJECTIVE In one or two sentences, state the job type and organization type (or industry) you're aiming for. Tailor the objective to describe that job, job type or industry

HIGHLIGHTS OF SKILLS

Since you're a student from high school and haven't had too much time for real world experience, the "skills" section of your resume is a place where you can show your strengths and individuality. **List skills** that are most relevant to the job you seek. Think about what the employer might need in relation to what you've done and who you are as a person.

EMPLOYMENT EXPERIENCE

Starting with your most recent job, list your previous work experiences. This section shows where you have worked and when. It also states **brief, yet specific** accomplishments for each position or job. Always start each accomplishment with an accomplishment verb. **Verbs are the movers and shakers** of any language; let them work for you. As sources for your accomplishments, think of your full-time or part-time work, summer jobs, occasional jobs, internships, fieldwork, and special projects.

VOLUNTEER EXPERIENCE

This section shows where you have volunteered and when. It could also state specific accomplishments as previously mentioned.

EDUCATION

State where you are right now. Identify the school, year and grade.

ACTIVITIES/ AWARD

List special activities or awards you have received and when.

INTERESTS

List your interests and hobbies, choosing your top four or five. This section is where to show that you are a well-rounded person, someone people would like to know and work with.

REFERENCE

Name
Position
Complete Address
City, Province, Postal Code
Area code / Phone #

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RESUME EXAMPLE

Joanne Cando
47 Brant Avenue
Kitchener, Ontario N2N 2L3
(519) 744-1234

JOB OBJECTIVE To achieve and maintain a special fitness program volunteer position.

HIGHLIGHTS OF SKILLS

Reliable handling of customers' money
Cash register skills
Communication skills

EMPLOYMENT EXPERIENCE

2002 - Present **Little Caesars**

- Handle customers money
- Prepare pizza
- Clean floors and counters
- Take customers' orders over the phone

VOLUNTEER EXPERIENCE

2000 - 2001 **Good Life Fitness Center**

- Gave tours of the fitness center
- Observed clients' proper use of equipment

EDUCATION

2004 - Present Completing Grade 10 at Forest Heights Collegiate Institute

AWARDS/ ACTIVITIES

2003 Outstanding Athlete in Grade 8

INTERESTS

Reading, snowboarding, hockey

REFERENCE

Mr. S. Giles
Teacher
345 Charon Street
Kitchener, Ontario
N2M 4K7
(519) 743-0034

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RESUME TEMPLATE

JOB OBJECTIVE

HIGHLIGHTS OF SKILLS

EMPLOYMENT EXPERIENCE

<hr/> Year	<hr/> Job Position <hr/> <hr/>
<hr/> Year	<hr/> Job Position <hr/> <hr/>

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VOLUNTEER EXPERIENCE

<hr/>	<hr/>
Year	Job Position
	<hr/>
	<hr/>

<hr/>	<hr/>
Year	Job Position
	<hr/>
	<hr/>

EDUCATION

<hr/>	<hr/>
Year	Last Grade Complete
	<hr/>
	School Name

AWARDS/ ACTIVITIES

<hr/>	<hr/>
Year	

INTERESTS

REFERENCE

Assessment Tool: Unit 3 Lesson 2



Assessment Tool

Resume Check List

- Personal Data- Heading
- Job Objective
- Highlights of Skills
- Work Experience and/or Volunteer Experience
- Educational Background
- Awards/Activities
- Interests
- Reference

Achievement Category: Application Scoring Scale:

8 of 8	= Level 4
7 of 8	= Level 3
6 or 7 of 8	= Level 2
4 or 5 of 8	= Level 1

LEVEL _____

From Career Studies 10 Public Profile