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| CAREER CRUISER | Drafting a Resume |

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| **Step 1** | Prepare for your chosen career. |
| **Driving Question** | How do I write an effective resume? |
| **Goal** | Draft a resume. |
| **Standard** | Demonstrate mastery of the career navigation skills necessary to obtain, retain, advance within and switch employment. (CR.3.3) |

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| **FOR TEACHERS** |

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| **Timeframe** | One to three roughly hour-long lessons. |
| **Materials** | Internet and computer, though students can complete a modified version of the resume template included at the end of this document. |
| **Xello** | [Xello](https://xello.world/en/florida-college-career-ready/), Florida’s official K-12 public school career planning and work-based learning coordination system, has tools you can use on this topic! Within the system, navigate to ‘About Me’ and then ‘Resume’ to build your very own resume online! |
| **Overview** | **Beginning**   * Students will learn the definition, parts, purpose and importance of a resume.   **Middle**   * Students will draft a personal resume.   **End**   * Have students discuss with a partner what they think their resume’s strengths and areas of potential growth are.   **Extension**   * Recruit a local business to review the resumes and provide feedback on how they could be improved. * Have students research what to include in a resume for their chosen career. * Have students research different style of resume, such as reverse-chronological, functional and combination. Explain their strengths and weaknesses. |

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| **FOR STUDENTS** |

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| **Learn** |

**What Is a Resume? What Are the Parts of a Resume?**

A resume is a description of yourself that you give to an employer in hopes that they hire you. It’s you getting to brag about why you would be great for a job position! Resumes (sometimes called CVs) are typically one page long and can vary in what they contain, but often include your contact information, career objectives, education, experience, skills, and anything else that might speak to your qualities and abilities (awards, certifications, coursework, volunteer experience, hobbies, interests, conferences, publications, leadership experience, etc.).

**Why Are Resumes Important?**

They can help you get a job! When an employer wants to hire a new employee, they will post the job opening on the internet. Depending on the job, the employer may get many, many resumes from the job post. Having a compelling resume will help you stand out from the crowd and can lead to a job interview, which can lead to getting hired!

**How to Write a Resume with Little Experience or Education**

Focus on your strengths! If you don’t have much to write regarding education or experience, focus on your skills, other forms of experience or achievements you have (volunteering, extracurricular, honors, GPA, awards, leadership, etc.). In the ‘objectives’ section of your resume, give a clear picture of the type of qualities and abilities you have that make you an excellent hire.

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| **Do** |

Fill in the blank resume template provided at the end of this document to the best of your ability. Using other templates, such as those found online or through Word, are also acceptable. After filling out the resume, complete the ‘Reflect’ prompts.

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| **Reflect** | |
| **Strengths:** Looking back on what you have filled in on your resume, which of your strengths do you think would stand out most to an employer reviewing your resume? |  |
| **Weaknesses**: Which areas of your resume do you hope to improve on the most with time? |  |

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| First Name **last name**  Address · Phone  **Email · LinkedIn Profile · Twitter/Blog/Portfolio** |
| To replace this text with your own, just click it and start typing. Briefly state your career objective, or summarize what makes you stand out. Use language from the job description as keywords. |

**Experience**

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| **Dates From – To**  **Job Title,** Company  Describe your responsibilities and achievements in terms of impact and results. Use examples, but keep it short. |
| **Dates From – To**  **Job Title,** Company  Describe your responsibilities and achievements in terms of impact and results. Use examples, but keep it short. |

**Education**

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| **Month Year**  **Degree Title,** School  It’s okay to brag about your GPA, awards and honors. Feel free to summarize your coursework too. |
| **Month Year**  **Degree Title,** School  It’s okay to brag about your GPA, awards and honors. Feel free to summarize your coursework too. |

**Skills**

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| * List your strengths relevant for the role you’re applying for * List one of your strengths | * List one of your strengths * List one of your strengths * List one of your strengths |

**Activities**

Use this section to highlight your relevant passions, activities and how you like to give back. It’s good to include leadership and volunteer experiences here. Or, show off important extras like publications, certifications, languages and more.