

Creating Your Resume

Compiled by the *Community
Technology Empowerment
Program - SPNN and Right
Track*



*Workshop (2 of 4) – Workshops 2 and 3
done best together in a 3-hour session*

1.5 Hours

Table of Contents

Lesson Plan	1
Handout #1 – Skills Activating Questions	3
Handout #2 – Master Resume Worksheet	4
Handout #3 – Action Verbs for Resumes	6
Resume Templates	7

Lesson Plan

Program Leaders Needed: 1 program leader, but additional volunteers are helpful. One volunteer for every three participants is advised.

Time Estimated: 1.5 Hours

Material/Equipment Needed:

- 1 computer with Microsoft Word and an Internet connection per participant
- 1 copy of *Handout #1 – Skills Activating Questions* per participant
- 1 copy of *each resume template (3 total)* per participant
- 1 copy of the *Handout #2 – Master Resume Worksheet* per participant
- 1 copy of *Handout #3 – Action Verbs for Resumes* per participant

Objective: Youth will create a rough draft of their resume that will be formatted and revised in Workshop 3.

1. Warm Up (Optional) - Freeze Frame ~ 5 Minutes

- Invite youth to quietly move around the room and await your instructions.
- As they are walking, call out the name of a job title (e.g. firefighter, football ref, hair stylist, doctor, teacher, chef, driver, IT technician etc.
- When they hear the name they must stop immediately and hold a 'freeze frame' illustrating or acting out the job. Ask everyone to peek around the room to see what their peers came up with.
- Repeat 3-4 times.

2. Skill Activation Questions ~ 10 minutes

-Distribute 1 copy of Handout #1 – Skills Activating Question List to each participant

- Have youth read through the skills activating questions and circle five questions that are most relevant to their own lives and experiences.
- Split youth into groups of two and have them take turns answering the five questions that they circled.

3. Resume Worksheet ~ 20 minutes

-Use computers for this exercise

-Distribute 1 copy of each the following Resume Template examples to all participants

- *Resume (No Formal Volunteer/Work Experience)*
- *Resume (No Work Experience)*
- *Resume (With Work Experience)*
- Describe the three resume templates to youth and ask them to select the template which best suits their current level of experience.
- After choosing a template, have youth pass back the resumes they did not select.

-Distribute a copy of Handout #2 – Master Resume Worksheet to each participant.

- Explain to program participants that they are to fill out the fields that are applicable to their professional/academic/personal experience. Example: If they do not have any formal certificates or awards then they can leave that section blank on the handout.

- Using their chosen template to guide them, have participants fill out the worksheet with their own experiences. For this worksheet, they should focus on ideas, not language.
 - *Youth need very close guidance through this activity to help answer questions, point out any misunderstandings and help them brainstorm relevant experiences.*
 - *Some important reminders for youth:*
 - *Any contact information on a resume should allow the employer to reach the applicant directly and quickly. They should not put down a parent’s cell phone or an email address that they check infrequently.*
 - *Skills acquired through family work counts! Examples: Weeding and planting on a grandparent’s farm, babysitting 3 younger siblings, managing the cash register at the family restaurant.*

4. Creating a Resume ~ 55 minutes

-Use computers for this exercise

-Distribute 1 copy of Handout #3 – Action Verbs for Resumes to each participant

- Review a sampling of the action verbs with the participants aloud. Emphasize that on a resume, it is important to show employers the skills and amount of experience gained through different activities and jobs. Encourage them to use these verbs to help them write powerful sentences that “sell” their past volunteer and work experience.
- Have youth type the information that they wrote down on the “Master Resume Worksheet” into a blank Microsoft Word document. They do not need to worry about formatting just yet – they can start with a list of headings copied from the worksheet and bullet points of skills/experience.
- Help youth use the Word document to expand on the *Handout #2 – Master Resume Worksheet* they filled out, providing ideas on how to present the work they have done or the skills they possess in a marketable way.
- When finished with resume writing, use a flash drive to save the participants’ work for later use.
 - *Again, it is important to circulate and read over what participants produce. Turning experiences into impactful bullet points is usually a challenge for those new to the resume-writing process.*
 - *Some common errors to check for:*
 - *No street suffix after the street name in the address. Ex. “Sherburn,” instead of “Sherburn Avenue.”*
 - *Switching between a job title and a verb. Ex. Cashier, Babysitting, Gardener.*
 - *Chronology. Should always list most recent first, with those of longest duration preceding those of shortest duration.*
 - *Consistent use of present tense for current activities and past tense for previous experiences.*

Handout #1 – Skill-Activating Questions

Read through the questions and circle five that are most applicable to your life and experiences.

Objective

- Do you have a cause that you are passionate about working for?
- What skills would you like to learn and build on?
- What skills do you think are important to have in order to get a job?

Work/Volunteer Experience

- Have you helped any family members or neighbors by raking/mowing their lawn?
- Do you take care of younger family members?
- Do you help your parents translate documents, take phone calls, or interpret at the doctor's office?
- Have you done any volunteer work through school/church/family?

Skills

- Have you used Google Drive, Microsoft Word or Excel in school? What for?
- Are you comfortable with typing on a computer? Do you know your typing speed?
- Do you use photo, music or video editing software? Do you know any coding or web design?
- Do you speak languages other than English at home? Can you write in any language other than English?

Achievements

- Have you received any awards or certificates at school?
- Have you received any training on skills like accounting, computer maintenance, car maintenance, or nurse's aide certification?
- Are you a captain of any sports teams or a leader in any after-school clubs?
- Have you received any awards for volunteer work?

Interests and Activities

- What do you like doing with your free time?
- Do you play on a sports team at your school or outside of school?
- Do you play an instrument or sing?
- Do you write music? Stories? Poems?
- Do you draw? Practice photography?
- What afterschool activities are you involved with? How often? How many days a week for how many hours? What do you do?

References

- Which teacher, counselor or family friend would be able to give you the most positive reference and why? What have they seen you do/try that left a positive impression?

Handout #2 – Master Resume Worksheet

Name: _____

Street Address: _____ City: _____ State: ____ Zip: _____

E-Mail Address: _____@_____._____

Home Phone Number: (____) _____ Cell Phone Number: (____) _____

Education

High School: _____

City: _____ Grade: _____ Expected Graduation Date: ____/____

Work Experience

1. Position title: _____

Organization name: _____

Dates worked (*month & year only*) From: _____ To: _____

Name of supervisor(s): _____ Phone: (____) _____

Duties and responsibilities: _____

2. Position title: _____

Organization name: _____

Dates worked (*month & year only*) From: _____ To: _____

Name of supervisor(s): _____ Phone: (____) _____

Duties and responsibilities: _____

Volunteer Positions

1. Position title: _____

Organization name: _____

Dates volunteered (*month & year only*) From: _____ To: _____

Duties and responsibilities: _____

2. Position title: _____

Organization name: _____

Dates volunteered (*month & year only*) From: _____ To: _____

Duties and responsibilities: _____

Areas of Expertise

List skills you have that might be useful in the workplace. *Examples: Languages spoken, training as a photographer or videographer, experience with Microsoft Word/Excel/Outlook.*

Achievements and Certifications

List school or other extracurricular achievements such as awards and certificates, with year awarded. *Examples: honor roll, First Aid or CPR certification, nursing assistant certification.*

Interests and Activities

List memberships in extracurricular or in clubs, community groups, and religious organizations. Include title if you had one (e.g. Vice-President, Treasurer).

Professional and Personal References

List references on a separate page, not on your resume. Do not list family members. *Be sure to get permission from any reference before using their name!*

1. Name (First and Last): _____ Phone: (____) _____

Address: _____ City: _____ State: _____

Position/relationship: _____

2. Name (First and Last): _____ Phone: (____) _____

Address: _____ City: _____ State: _____

Position/relationship: _____

Handout #3 – Action Verbs for Resumes

Instructions: Use these action verbs to describe past work, volunteer, academic or personal experiences that will go on your resume. Remember to use present tense if you are still involved in the activity.

Assisting Others

aided, assisted, clarified, collaborated, demonstrated, facilitated, supported

Communication

addressed, arranged, convinced, explained, informed, mediated, negotiated, persuaded, promoted, publicized, recruited, spoke, translated

Creative

acted, conceptualized, created, designed, developed, directed, drafted, illustrated, initiated, integrated, introduced, invented, performed, planned, shaped

Organizational

arranged, catalogued, classified, collected, coordinated, executed, filed, implemented, modified, organized, prepared, recorded, streamlined

Research

analyzed, assessed, clarified, collected, compiled, evaluated, identified, interpreted, investigated, organized, reported, reviewed, summarized, surveyed

Technical

assembled, built, calculated, computed, designed, engineered, instructed, programmed, repaired, solved, trained, upgraded

Other

achieved, adapted, advised, improved, participated, strengthened

Resume Template – No Volunteer/Work Experience

First Name Last Name

12 Sample Street, Town or Suburb, State ZIP

Home no: (XXX) XXX-XXXX

Mobile no: (XXX) XXX-XXX

Email: email@address.com

Education

Name of High School, City/Town

Currently in [insert year or grade]

Objective

I am interested in building leadership and teamwork skills through real, on-the-job experience.

Skills

Teamwork: Being a player on a basketball team, I am aware of the importance of teamwork and working in a group. I provide my teammates the support that they need in order to excel.

Leadership: Being the oldest of three siblings I often do babysitting during the afternoons. I help them with their homework and make sure that they are well behaved.

Computer Skills: comfortable with Microsoft Word and PowerPoint; familiar with Photoshop

Achievements

- Northstar Digital Literacy Certificate (Windows OS) - 2015
- "A" Honor Roll - 2014
- 1st Place at State High School Basketball Championship - 2014

Interests and Activities

- High School JV Basketball Team – September 2014 – Present
- After-School Tech program – November 2014 – Present

Resume Template – No Work Experience

First Name Last Name

12 Sample Street, Town or Suburb, State ZIP

Home no: (XXX) XXX-XXXX

Mobile no: (XXX) XXX-XXX

Email: email@address.com

Education

Name of High School, City/Town

Currently in [insert year or grade]

Objective

I am interested in building leadership and teamwork skills through real, on-the-job experience.

Volunteer Experience

Warehouse Volunteer, Kids Against Hunger, Saint Paul, MN, December 2014 – January 2015

- Volunteered two hours per week
- Stocked shelves with food donated by Saint Paul residents
- Packaged food in boxes and label for shipping
- Dusted, swept, and vacuumed main office

Skills

Teamwork: Being a player on a basketball team, I am aware of the importance of teamwork and working in a group. I provide my teammates the support that they need in order to excel.

Leadership: Being the oldest of three siblings I often do babysitting during the afternoons. I help them with their homework and make sure that they are well behaved.

Computer Skills: comfortable with Microsoft Word and PowerPoint; familiar with Photoshop

Achievements

- Northstar Digital Literacy Certificate (Windows OS) - 2015
- "A" Honor Roll - 2014

Interests and Activities

- High School JV Basketball Team – September 2014 – Present
- After-school Tech program – November 2014 – Present

Resume Template – With Work Experience

First Name Last Name

12 Sample Street, Town or Suburb, State ZIP

Home no: (XXX) XXX-XXXX

Mobile no: (XXX) XXX-XXX

Email: email@address.com

Education

Name of High School, City/Town

Currently in [insert year or grade]

Objective

I am interested in building leadership and teamwork skills through real, on-the-job experience.

Work Experience

Pet Sitter, Johnson Family, South Saint Paul, September 2014 – Present

- Walk dog for 30 minutes every weekday
- Clean yard of pet waste two times per week
- Entrusted with personal set of house keys to collect and return dog after each walk

Cashier, Three Sisters Candle Shop, Saint Paul, September 2014 – June 2015

- Greeted customers and answered customer questions
- Handled cash and credit card transactions on all purchases, including returns
- Stocked shelves and set up new end displays

Volunteer Experience

Warehouse Volunteer, Kids Against Hunger, Saint Paul, MN, December 2014 – January 2015

- Volunteered two hours per week
- Stocked shelves with food donated by Saint Paul residents
- Packaged food in boxes and label for shipping
- Dusted, swept, and vacuumed main office

Skills

Teamwork: Being a player on a basketball team, I am aware of the importance of teamwork and working in a group. I provide my teammates the support that they need in order to excel.

Leadership: Being the oldest of three siblings I often do babysitting during the afternoons. I help them with their homework and make sure that they are well behaved.

Computer Skills: comfortable with Microsoft Word and PowerPoint; familiar with Photoshop

Achievements

- Northstar Digital Literacy Certificate (Windows OS) - 2015
- "A" Honor Roll - 2014