

Formulas for Career Success: Résumés

Media Type: Video

Duration: 19 minutes

Goal: To identify the purpose of a résumé and analyze the process of creating one.

Description: The résumé is the most basic and necessary of career-building tools, so it is vital for students develop an effective one. This presentation guides students through the process of developing a résumé. It discusses information to be included, appropriate formatting and how to deliver a résumé to a potential employer.

Objectives:

1. To identify the purpose of a résumé.
2. To describe elements to be included in a résumé.
3. To discuss various formats for résumés, including chronological, functional and combination.
4. To analyze methods of delivering a résumé to a potential employer.



College & Career Readiness Anchor Standards for Speaking and Listening

Speaking & Listening Standards

Comprehension & Collaboration		Prepare for and participate effectively in a range of conversations and collaborations with diverse partners, building on others' ideas and expressing their own clearly and persuasively.
		Integrate and evaluate information presented in diverse media and formats, including visually, quantitatively, and orally.
		Evaluate a speaker's point of view, reasoning, and use of evidence and rhetoric.
	9-12.1	Initiate and participate effectively in a range of collaborative discussions with diverse partners on grades 9–12 topics, texts, and issues, building on others' ideas and expressing their own clearly and persuasively.
	9-10.2	Integrate multiple sources of information presented in diverse media or formats evaluating the credibility and accuracy of each source.
	9-10.3	Evaluate a speaker's point of view, reasoning, and use of evidence and rhetoric, identifying any fallacious reasoning or exaggerated or distorted evidence.
	11-12.2	Integrate multiple sources of information presented in diverse formats and media in order to make informed decisions and solve problems, evaluating the credibility and accuracy of each source and noting any discrepancies among the data.
	11-12.3	Evaluate a speaker's point of view, reasoning, and use of evidence and rhetoric, assessing the stance, premises, links among ideas, word choice, points of emphasis, and tone used.

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College & Career Readiness Anchor Standards for Writing

Writing Standards

Text Types & Purposes	Write arguments to support claims in an analysis of substantive topics or texts, using valid reasoning and relevant and sufficient evidence.	
	Write informative/explanatory texts to examine and convey complex ideas and information clearly and accurately through the effective selection, organization, and analysis of content.	
	9-12.1	Write arguments to support claims in an analysis of substantive topics or texts, using valid reasoning and relevant and sufficient evidence.
	9-12.2	Write informative/explanatory texts to examine and convey complex ideas, concepts, and information clearly and accurately through the effective selection, organization, and analysis of content.
Production & Distribution of Writing	Produce clear and coherent writing in which the development, organization, and style are appropriate to task, purpose, and audience.	
	Develop and strengthen writing as needed by planning, revising, editing, rewriting, or trying a new approach.	
	9-12.4	Produce clear and coherent writing in which the development, organization, and style are appropriate to task, purpose, and audience.
	9-12.5	Develop and strengthen writing as needed by planning, revising, editing, rewriting, or trying a new approach, focusing on addressing what is most significant for a specific purpose and audience.

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Lesson Plan

Class 1: Begin class by passing out the *Formulas for Career Success: Résumés Vocabulary Handout* and *Worksheet* for students to use as reference materials during the presentation. Show *Formulas for Career Success: Résumés - Components* and *Formulas for Career Success: Résumés - Writing & Delivering*. Have students get into groups to complete the *Sample Résumé Discussion Activity*.



Video
19 min.

Class 2: Administer the *Formulas for Career Success: Résumés Assessment*. Introduce the *Résumé Development Project* and allow students the remainder of class to work. Instruct students to have the *Project* completed by the next class.

Class 3: Have students get into groups and complete the *Résumé Critique Activity*.



Lab Activities

Sample Résumé Discussion

Directions:

Students will be divided into groups of four or five. They should consider the sample résumés provided and discuss the effectiveness of each. Groups should then pick the résumé they believe is most effective in format and wording. (They should not consider qualifications, only how those qualifications are presented.) Each group will briefly explain to the class why they picked the résumé as the best.

Résumé Critique

Directions:

Students will work in groups of three and will trade résumés created for the *Résumé Development Project*. They should use the provided rubric to critique their classmate's résumé and should include at least two positive comments and one suggestion for improvement. If time allows, have students trade résumés again to critique the résumé of the group member which they have not critiqued. (Students will need an additional copy of rubric for second critique.)



Project

Résumé Development

Directions:

Students will develop a résumé for general use. Résumés may be any format, but should be easy to follow. Information included should be appropriate, original and accurate. Students may use outside sources to get ideas and advice, but should not use a template or paid service. After developing the résumés, students should prepare to have them reviewed and critiqued by their classmates.



Lesson Links

CareerOneStop: Résumé Guide

- <http://www.careeronestop.org/ResumeGuide/Introduction.aspx>

CareerPerfect: Résumé Writing Advice

- <http://www.careerperfect.com/content/resume-writing-help/>



Career & Technical Student Organizations

Future Educators Association

- Job Application

SkillsUSA

- Employment Application Process