

Student name: _____ Date: _____

Develop a resume.*

Objectives:

- A. Define resume.
- B. Compose an accurate resume.

MODULE 3A: INFORMATION SHEET

TO THE STUDENT: Read and study this information sheet and then prepare your own resume.

What is a resume?

A resume (pronounced rez' oo ma) according to the dictionary is "a summary; a statement of a job applicant's previous employment, experience, education, etc." The goal of a good resume is to get you an interview. Therefore, be sure to stress who you are, what you can do, and what you have to offer the prospective employer.

Example of a resume

On page 5 you will find a sample resume. As you do more research on resumes, you will find ten or more recognized resume styles or forms. The sample will get you started on your first or most basic resume.

How to compose a resume

Now that you have reviewed the basic resume, you have a good understanding of what should be included in your resume. Remember, a resume is your personal inventory of what you have to offer a potential employer. Therefore, you will want to include the following sections in your resume:

Personal Information:

Name, address (street address, city, state and ZIP Code) and telephone number with area code. Email addresses may be placed in this section.

**(This is also CAPS Module 32, used with permission.)*

Employment Objective:

This section tells the employer the position for which you are applying. Listed below are two examples of employment objectives:

1. To secure a position as welder.
2. To continue a career in carpentry with a reputable home improvement company.

Educational Background:

Include the name and address of the high school you attended. In this section you would want to mention the curriculum studied, honors, awards, accomplishments, and/or certificate received.

If you have or are currently attending a career and technical school, you would want to list this school also. Be sure to include the name of your shop as well as the name, address, and honors or awards received at the career center. As you progress into post-secondary education, you should list your most recent education first and work backwards.

Employment History:

In describing your experience, give the dates on which you began and terminated the job. Include in this section names and addresses of current or previous employers. Always list the most recent or current employer first and work backwards into the past. You will also want to include in this section your job title, job duties and supervisor's name. Use action words to describe your job duties. Example: "in charge of," "responsible for," "assisted with," etc.

References:

Include in this section the names of at least three people who can offer information about you or provide you with a recommendation for the job. People who make good references would be teachers, guidance counselors, employers, friends of the family, or neighbors. Try to give thought to your references and select only those people who can help you obtain the job. Avoid using high school friends as references. Information you will need from each reference includes name, title, company, address, phone number and email address. **Be sure to ask permission to use someone's name as a reference.**

Optional:

Some people like to include additional sections in their resumes. You might like to include skills, hobbies, interests, club activities, etc. Nevertheless, keep these sections brief.

Steps in preparing a resume

1. Do a personal inventory by filling out the personal inventory sheet provided beginning on page 6. This will help you get everything organized on paper.
2. Choose a format. You may follow the format provided in the sample resume or refer to books in the library for other formats.
3. Write your resume.
4. Edit your resume. Your resume should be complete, easy to read and brief. Try to keep it on one page. Proofread to make sure you have perfect spelling, grammar, and punctuation.
5. Type your resume.
6. Proofread, proofread, and proofread the typed copy to make sure you have it perfect. Give it to someone else to read. Sometimes when we work too long with a document, we don't see errors.
7. Be sure your resume is attractively arranged on the page. If not, have it typed again.
8. Be sure the resume is visually attractive, brief and informative.

Remember, your resume is an advertisement of yourself. You are the product and your resume is trying to sell you. Like any good ad, it should create interest and sell the product. In this case, it would sell you!

Common rules to follow when preparing a resume

1. Have at least a one-inch margin on all four sides of the paper.
2. Have perfect typing -- avoid typographical errors and errors in grammar or punctuation.
3. Use a printer with a fresh cartridge or toner. Avoid light or uneven print, smudges, etc.

4. Be consistent in format and content. For example: If you have the name, address and phone number for one job, provide it for all jobs. If you name the supervisor in one job, name the supervisor in all your jobs.
5. Eliminate categories such as sex, marital status, height, weight, etc. Modern resumes do not include these since most are illegal questions to ask an applicant.
6. When using an email address where you can be reached...do not use personal addresses that may not give a professional appearance, such as:
sweetiegirl@aol.com
buckethead@yahoo.com
hottie@excite.com
7. Because you may graduate with a nationally recognized skill certificate, consider a second resume format:
Objective:
Skills:
Experience:
6. Send only original resumes. Use a copier only if you cannot tell the difference between the copy and the original -- they must be exact. Use good bond paper, preferably in white, but ivory, gray, or pastel shades are becoming more acceptable.

SCOTT DANIELS
 R. D. 2, BOX 84
 ANYCITY, PA 54321
 Phone...Email

OBJECTIVE: Full-time position utilizing my carpentry skills.

EDUCATION: Anycity High School
 330 E. John Street, Anycity, PA 54321
 General subjects - B average
 Advanced Math - A average

Anycity Career & Technical School
 575 Hospital Road, Anycity, PA 54321
 Enrolled in Carpentry - B+ average
 Class projects included building garages, roofing and remodeling.

EXPERIENCE: Dale Smith Construction
 244 Horner Street, Anycity, PA 54321
 Employed: September 1987 to present
 Supervisor: Dale Smith
 Duties: Framing, installing dry wall, building decks, roofing, and picking up supplies

Dairy Queen
 100 Oak Street, Anytown, PA 55443
 Employed: April 1987 to September 1987
 Supervisor: Sally Wallace
 Duties: Serving customers, cleaning, handling money, and training new employees.

Self-employed
 Built and sold playground sets during the summer of 1986

SKILLS: Framing, roofing, some wiring and plumbing.
 Enjoy meeting and talking to people.

INTERESTS: Enjoy riding motorcycles and dancing.

Member of VICA	3 years
Treasurer - 1 year	
Member of church youth group	3 years
Lettered in high school football	2 years
Member of Student Council	3 years
Boy Scouts of America	8 years
President - 1 year	

REFERENCES:

Mr. Duff Luther	Mr. Matt Good	Mr. James Reed
R. D. 3, Box 82	402 Oak Street	745 Harvest Drive
Anytown, PA 55443	Anycity, PA 54321	Anycity, PA 54321
(814) 637-7789	(814) 637-0091	(814) 234-8903
Tech Instructor	Contractor	Coal Miner

MODULE 3A: STUDENT ACTIVITIES

TO THE STUDENT: After reading and studying the above Information Sheet, complete the following activities.

Activity 1: Fill out this personal inventory sheet. This way you will have collected all the information you need to begin your resume.

PERSONAL INVENTORY SHEET

1. NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ EMAIL _____

2. CAREER OBJECTIVE _____

3. HIGH SCHOOL _____

FIELD OF STUDY _____

SPECIALIZED COURSES _____

MEMBERSHIPS OR CLUBS _____

ACTIVITIES _____

LEADERSHIP OPPORTUNITIES _____

4. CAREER & TECHNICAL SCHOOL _____

FIELD OF STUDY _____

SPECIALIZED COURSES _____

MEMBERSHIPS OR CLUBS _____

ACTIVITIES _____

LEADERSHIP OPPORTUNITIES _____

5. HOBBIES _____

6. TALENTS/SKILLS _____

7. EMPLOYER _____

ADDRESS _____ PHONE _____

JOB TITLE _____

SUPERVISOR _____

DUTIES _____

DATE JOB BEGAN _____ JOB ENDED _____

EMPLOYER _____

ADDRESS _____ PHONE _____

JOB TITLE _____

SUPERVISOR _____

DUTIES _____

DATE JOB BEGAN _____ JOB ENDED _____

EMPLOYER _____

ADDRESS _____ PHONE _____

JOB TITLE _____

SUPERVISOR _____

DUTIES _____

DATE JOB BEGAN _____ JOB ENDED _____

8. REFERENCES:

NAME _____ OCCUPATION _____

ADDRESS _____

TELEPHONE _____ EMAIL _____

NAME _____ OCCUPATION _____

ADDRESS _____

TELEPHONE _____ EMAIL _____

NAME _____ OCCUPATION _____

ADDRESS _____

TELEPHONE _____ EMAIL _____

9. OTHER INFORMATION:

Activity 2: After you have completed the personal inventory form and typed your resume on the computer, be sure to save on disk so corrections can be made. After your instructor approves your rough draft, make any necessary corrections and print your resume.

MODULE 3A: STANDARDS ADDRESSED IN THIS MODULE

Pennsylvania’s Academic Standards for Career Education and Work

13.2.11. Career Acquisition (Getting a Job)

- C. Develop and assemble, for career portfolio placement, career acquisition documents, such as, but not limited to:
 - Job application
 - Letter of appreciation following an interview
 - Letter of introduction
 - Postsecondary education/training applications
 - Request for letter of recommendation
 - Resume

Pennsylvania’s Academic Standards for Reading, Writing, Speaking and Listening (RWSL)

1.1.11. Learning to Read Independently

- E. Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationships to other words. Use a dictionary or related reference.

1.4.11. Types of Writing

- D. Write a personal resume.