

Module: Employment

Lesson Title: Writing a Resume

Standards

Florida Adult Basic Education	Level Expectation
CP.ABE.02 Identify interests, skills, and personal preferences that influence career and education choices	NRS Levels 1-6

Interpreting the Standard

1 Standards	2 Skills Included in the Standard	3 Concepts Included in the Standard	4 Through a Particular Context	5 Cognitive Demand/Levels of Thinking	6 Sample Activity
Identify interests, skills and personal preferences that influence career and education choices	Identify Develop	Interests, skills and personal preferences	Print Discussion	DOK 1 DOK 1 DOK 2	Develop a Resume

Objectives of the Lesson

Students will:

- Students will be able to write a resume showing their skills, experiences and education that they can use to apply for jobs.

Materials

- Sample Resumes (good and bad) (**Handouts #1 - #3**)
- Resume Template and Writing Tips (**Handout #4**)
- Additional Writing Tips (**Handout #5**)
- Resume Checklist (**Handout #6**)

Instructional Plan

Overview

Prior to this lesson students have already been taught and practiced filling out a job application. This is the basic information that will be added to the resume including objective, experiences (both paid and volunteer), skills, awards and extra-curricular activities.

In this lesson, students will identify the different elements that are needed to write a resume and practice writing a resume.

The teacher should point out basic standards for effective resumes: typed, neat, one page, proper format, active voice, honest, etc. as well as common mistakes.

Process

- Ask the students if they know what a resume is used for and what should be included.
- Provide students with different templates so they can pick the one that best fits their needs.
- Have students create a resume using a template.

Sample Debriefing Questions

- What is a resume?
- What information is included in a resume?
- Why do you need a resume?

Modifications for Different Levels

Lower Levels

- Provide additional information on the purpose of an resume and how to write one

Higher Levels

- Have the students research other sample resumes online
- Ask students to bring a copy of a friend or relative's resume and have the class review it and discuss whether or not all elements are included.

Assessments/Extensions

Assessments

- Students will be evaluated on how well they used the criteria listed on the Resume Checklist to present themselves and their experience on their resume.

Extensions

- Invite a business partner from the community to visit the class and discuss what types of resumes they look for when hiring for their job vacancies.

Sample Resume Directory

<http://sampleresumedirectory.com/teachers-resume/adult-eductaion-teacher-resume>

Resume Helps and Sample Bad Resumes

http://www.craigkunce.com/job-search.bad_resumes.html

<http://www.eduers.com/resume/>

Sample Resume – Handout #1

Karen Griffith

123 Waterwood Drive
New York
999-99-9999
karengriffith@xyz.com

- Objective:** Interested in the position of an Adult Education Teacher, with a leading school/college.
- Highlights:**
- Designed class in American citizenship that was used as a model of effective new teaching strategies.
 - Served on Center's curriculum committee.
 - Completed English-as-a-Second-Language courses in order to more effectively teach non-native English speakers.
 - Speak Spanish fluently.
 - Excellent record of students passing my courses and continuing their studies.
- Experience:**
- | | |
|---|----------------------|
| BMC Adult Education Center | New York |
| Adult Education Teacher | 3/3/2005 to Present |
| <ul style="list-style-type: none"> • Instructed out-of-school youth and adults in American history, American government and citizenship. • Taught basic courses in American history, principles, ideas and customs for foreign-born students. • Prepared outline of instructional program, developed syllabus and assembled material to be presented. • Presented lectures and led discussions and activities to increase students' knowledge and ability to apply learning practically. • Taught study skills and peer-training and review techniques. • Graded students on projects, class participation and tests. | |
| New York City Adult Education Center | New York |
| Administrative Assistant | 3/2/2000 to 3/3/2005 |
| <ul style="list-style-type: none"> • Word-processed teaching materials for instructors. • Word-processed copy for course catalogs. • Updated database of students, coursework and grades | |
- Education:**
- | | |
|--|----------|
| State University of New York | New York |
| Bachelor of Arts in Adult Education | 2000 |
| Graduated cum laude. | |
- References:** Available upon request

Sample Bad Resume Handout #2



Sample Bad Resume Handout #3

Office Assistant (After Makeover)

The result of this before and after resume is dramatic in many ways; It has gone from a confusing document to a personal marketing tool that clearly expresses Amanda's objective. Most importantly, the experience section is very detailed and interesting to read compared to before.

AMANDA WALKER

120 Phillip Avenue, Rochester, NY 14602 ♦ 601-777-7777 ♦ A-Walker@internet.com

Seeking a position in the capacity of **OFFICE SUPPORT ASSISTANT** within a general business or medical office environment, bringing the following experience, skills, and attributes:

♦ ♦ ♦

Extensive experience working in general public, educational, and medical office settings.

Interface well with others at all levels including patrons, patients, professionals, children, and students.

Caring and hardworking with excellent interpersonal communication, customer service, and office support skills.

Windows 2007/DOS, MS Word, Dictaphone, CRT data entry, basic Internet skills, and medical terminology.

Work Experience

Circulation Desk Associate, University of Rochester, Rochester, NY **12/05 - Present**

Provided diversified information services and research assistance to the general public and student populations

- ♦ Assisted patrons in obtaining a broad selection of books, periodicals, audio-visuals, and other materials
- ♦ Catalogued library materials, prepared bibliographies, indexes, guides, and search aids
- ♦ Performed multifaceted general office support and administered academic placement tests

Teacher's Aide / Office Assistant, Bishop Kearney High School, Rochester, NY **3/00 - 6/05**

Assigned to the Publications Department, Computer lab, Special Education Resource Room, and Lunch Hall

- ♦ Assisted grade-level teachers with diversified clerical support in areas of document proofreading, duplication, collating and distribution, classroom management, student monitoring, and miscellaneous assignments
- ♦ Easily established rapport with students, and interfaced well with parents and school-wide faculty members

Nursing Assistant, Mercy Hospital, Buffalo, NY **6/94 - 1/00**

Physical Therapy Aide, Waterfront Nursing Home, Buffalo, NY **3/90 - 6/94**

Held the following combined responsibilities at Mercy Hospital and Waterfront Nursing Home:

- ♦ Obtained vital signs and followed up with timely and accurate medical records-keeping procedures
- ♦ Interfaced extensively with patients, staff personnel, orthopedic surgeons, and neurologists
- ♦ Observed and reported changes in patients' conditions and other matters of concern
- ♦ Performed ambulatory therapeutic treatments such as range of motion, gait training and whirlpool baths
- ♦ Transported patients to and from the hospital for emergency care and scheduled tests
- ♦ Ensured the proper use of equipment and medical devices such as wheelchairs braces, and splinters
- ♦ Assisted patients with personal hygiene grooming, meals, and other needs requiring immediate attention
- ♦ Maintained sanitary, neatness and safety conditions of rooms in compliance with mandatory regulations

Education

Certificate, Information Processing, 2001

MONROE COMMUNITY COLLEGE, ROCHESTER, NY

Certificate, Medical Assistant, 1990

EVEREST INSTITUTE, Rochester, NY

Template and Writing Tips Handout #4

Your Name ([Resume Vital Statistics](#))

Street Address

City, State, Postal Code

Phone Number

OBJECTIVE ([Resume Objective](#))

In this section describe the job you are applying for, your employment goals, your personal strengths, reasons why you feel qualified for the position.

WORK HISTORY ([Experience](#))

Describe your last job (the company, your position, responsibilities, etc.)

Type the beginning and ending dates

Tell about your work and accomplishments.

Describe your job before that

Type the beginning and ending dates

Tell about your work and accomplishments.

And the job before that

Type the beginning and ending dates

Tell about your work and accomplishments.

And the job before that

Type the beginning and ending dates

Tell about your work and accomplishments.

EDUCATION ([Education](#))

Latest Certificate or degree

Name of school and accomplishments.

Training before that

Name of school and accomplishments.

Training before that

Name of school and accomplishments.

AWARDS/COMMUNITY SERVICE ([Activities - Honors/Awards](#))

Describe personal accomplishments in community clubs, church, service groups, etc.

Other personal accomplishments.

REFERENCES ([References](#))

Indicate where the employer can send for your references (i.e. a Job Placement Center) or state that your references are Available Upon Request. Do not list the names and addresses of your references here.

Additional Writing Tips Handout #5

- Keep personal information to a minimum
- Do not include your age
- Do not include personal references directly on the resume
- Do not tell why you left previous jobs (this is best discussed during the interview)
- Be honest
- Be brief. Keep your resume to one page
- Proofread!
- Do not use fancy hard to read fonts. Avoid using graphics/pictures
- Only print your resume on white or off-white paper

Resume Checklist Handout #6

Below is a list of optional items that can be used to create a resume. You can choose which ones are appropriate for your resume. Refer to the sample resume format if needed. Additional items can be added.

- Your Name
- Address
- Phone Number
- Email Address
- Job Objective or Career Goal
- Education
- Employment History
- Computer Skills
- Volunteer Experience
- Professional Societies and Organizations
- Hobbies and Leisure Activities
- Military Service