

**Procedures:**

Tell the students they will learn how to create their first resume. Ask the students to explain what they already know about resumes.

Discuss the following guidelines for creating a professional resume:

- Use a plain font and plain white or off-white paper
- Make sure all your contact information is current, including phone numbers, Physical address, and email address
- Use a professional email address
- Never use false information
- List any volunteer activities or organizations
- List any coursework that relates to the potential job
- Always use proper language; never use slang
- Use “action verbs” to describe yourself and your skills

**Activity 1:** Pass out the Personal Survey worksheet. Explain to students that they will answer the questions about themselves and then use that information to write their first resume. After the students have had enough time to complete the worksheet, begin the next activity, Your First Resume.

**Career Education:**

1. Identifying skills for the workplace
2. Developing professional writing skills
3. Composing a resume

**Lesson Objectives:**

1. Examine how to write a resume
2. Complete personal survey
3. Write a resume

**Materials:** Personal Survey worksheet, Resume Template worksheet, pens and pencils, computer access

**Activity 2:** Assign students to computers. Explain that they are going to use the information they have written in the Personal Survey worksheet to write their first resume. Guide students through the process of using the Resume Template worksheet. After students have had enough time to complete their resume, ask students to discuss what they have learned about writing resumes.

**Assessment:** Make sure all students have completed the Personal Survey worksheet. Make sure all students have created a resume in Microsoft Word.

**Reflection:** Lead a class discussion on lessons learned. What is the purpose of a resume? How can you make your resume stand out?

# Activity 4

## Personal Survey

Answer the following questions about yourself. This information will help you write your first resume.

1. What is your name?

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2. What is your address?

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3. What is your phone number?

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4. What is your email address?

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5. Write two sentences describing yourself and the kind of job that interests you.

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6. Describe your skills and abilities.

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7. List your extracurricular activities at school, such as clubs and athletics.

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8. List any activities or organizations you participate in outside of school.

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9. List any previous work or volunteer experience you may have.

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10. List any awards or honors you have received.

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Which career choices or jobs do you believe that you might be most suited for? Career or job choice no. 1:

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