

Writing Your Best Resume (11.6)

Goal: Students will review and add to My Experiences on CaliforniaColleges.edu and learn about components of an effective resume in order to craft their own resumes.

Lesson Time Options

This lesson requires one 45-60 minute class period, but will likely require more time for students to complete their resumes.

Student Materials

- Chromebook/Laptop
- Internet Access
- Worksheet

In This Packet

This packet includes everything you need to complete the lesson.

- Educator Guide
- Student Worksheet

Standards

The literacy skills of Common Core can be broken down into sections – reading, writing, and speaking and listening (language skills are outside of the focus of CaliforniaColleges.edu). In the lesson, students will practice the following skills:

Common Core Skill	Practiced in this Lesson
Reading for Information	CCR-Reading 2, 4, 5; Reading Information – 2, 3, 4, 5
Narrative Writing	CCR – Writing 2, 3, 4, 5; Writing – 2, 3, 4, 5

21st Century Skills

Students in today’s classrooms are learning not only academic skills and content, but how to be productive members of global communities. There are work habits, experiences, and skills that students need to develop to be ready for higher education and careers.

21 st Century Skill	Practiced in this Lesson
Critical Thinking	X
Digital Skills	X
Document Presentation	X

Writing Your Best Resume: Educator Guide

Goal: Students will review and add to **My Experiences** on **CaliforniaColleges.edu** and learn about components of an effective resume in order to craft their own resumes.

Recommended Preparation

- Review the **Student Worksheet**. The worksheet provides clear instructions for students to complete the lesson. Determine how you will use the worksheet.
- **Review Resume Templates**. Go to the search box on **CaliforniaColleges.edu** and type the keyword “resume.” From the search results select **California Colleges Resumes and Interviews**; review the chronological resume example (located [here](#)) and plan to project it for students.

Getting Started

- You may print the **Student Worksheet** for students or embed the link in the materials you share with students.

Guiding Question

How can you maximize your experience within the traditional resume format?

Bell Work (5 minutes)

- Students will answer the bell work questions: What job, internship opportunity, or volunteer position would you like to apply for this summer? What qualifies you for the job?
- Allow 2-3 timed minutes past the bell.

Introduction (5 minutes)

- Students will review an article on **CaliforniaColleges.edu** about resumes. Students will open two additional tabs—a chronological resume sample and a list of action verbs—which they will use later in class.
- Walk through the resume format with the whole class while referencing the example resume.

Activity (30+ minutes)

1. Students will add their activities to **My Experiences** on **CaliforniaColleges.edu**.
2. Students will review the chronological resume sample on their own and identify the sections of the resume. With an elbow partner, students will discuss the value of action verbs.
3. Students will begin drafting their own resume; the student worksheet offers detailed instructions.
4. Depending on the amount of time allotted, students may need to finish resumes outside of class.
5. Students add final resumes to **My Documents** in their **My Plan**.

Reflection (5-10 minutes)

- Direct students to **My Journal** to respond to the prompt indicated in the student worksheet (*prompt #09: “Which skills did you highlight in your resume? What other skills have you gained this year that you believe will help you in college or in your career? How do you intend to continue your personal and academic growth in your senior year?”*). You may also assign an alternative prompt.

Writing Your Best Resume: Student Worksheet

Goal: You will review and add to My Experiences on CaliforniaColleges.edu and learn about components of an effective resume in order to craft your own resume.

Part I: Bell Work

What job, internship opportunity, or volunteer position would you like to apply for this summer? What qualifies you for the job?

Part II: Introduction

Now,

- Sign in to **CaliforniaColleges.edu**.
- In the search box in the top right corner, type the keyword “resume.” From the search results select **California Colleges Resumes and Interviews** and read the page with a partner, then discuss what you learn. What is your understanding of the different types of resumes?
- In a new tab, open the **Chronological Resume** link. Keep that tab open.
- Return to your tab with **CaliforniaColleges.edu** and find the link to the list of **action verbs**. Open that page in another tab and also keep it open; you should now have three tabs open.

Part III: Activity

1. Hover on **My Plan** at the top of the page and click on **My Experiences**.
2. Add the activities you do both in and outside of school. These can include school clubs, jobs, support you offer your family, etc. You will enter all the fields you see below.
 - **Type of Experience:** Choose the category that most closely aligns with your experience.
 - **Organization Name:** Name of school (and club, if applicable), organization, company, etc. where you completed your experience. For example, if you write for your school newspaper, the organization name might be Wilson High School Journalism Club.
 - **Position/Title:** Indicate your role (i.e. member, captain, volunteer, etc.)
 - **Leadership Role:** Check if you hold a leadership position.
 - **From/To:** Indicate the time period you participated in each experience.
 - **Hours per Day/Number of Days:** Indicate the approximate number of hours per day you participated in an experience and approximately how many days you committed to the experience.
 - **Description of Activity:** Briefly describe what you did.
 - **Name of Supervisor/Teacher/Advisory/Leader:** Indicate the name of the person who supervised you during your experience.
 - **Supervisor Email:** Indicate the name and email of the person who supervised you during your experience.



Type of Experience	Organization & Position/Title	Date Range	Total Number of Hours (Number of Hours per Day * Number of Days)	Description of Activity	Supervisor/Teacher/Advisor/Leader Name & Email	Edit/Delete
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3. You are now going to begin drafting your own resume. Go back to the tab with the chronological resume. List the different sections of a resume:

4. Go back to the tab with the action verbs. With an elbow partner, discuss which action verbs can help you distinguish yourself in a resume. List the action verbs you plan to use here:

5. Open a Word, Google, or other word processing document and begin your resume. Formatting is important in a resume. Follow these tips to keep your resume clean and readable:
 - Use a basic font like Times New Roman.
 - Your name: **bold**, size 16 font, at the top of your document (center or left alignment).
 - Section titles: **bold**, size 14 font.
 - Your experience titles (i.e. **Player** or **President**): **bold**, size 12 font.
 - All other text (body text) should be size 12 font.
 - Your experience titles and body text should be the same font size.
6. Create the next three section titles: Objective, Education, and Skills. Add details to those sections.
7. Create the Experience section(s) titles. You may choose to have one section titled “Experiences” and highlight all your activities there. This is a good option if you have between one and four activities to list. If you have more than four activities to list, you may consider adding two additional sections, titled “Leadership” and “Volunteer Experience,” to separate out those activities.
8. Add your first activity to the Experience section. Follow the format from the chronological resume sample. You will describe your experience in one to two short sentences using bullet-points. This is where you use action verbs to effectively describe your activities. Spelling and grammar matter in resumes; be sure to proofread your work.
9. Before adding your next activity, share the description of your first activity with an elbow partner. Together, make any revisions so your description stands out.
10. Return to your own resume and continue working on it until your teacher gives you other instructions.
11. When your resume is complete, upload it to **CaliforniaColleges.edu**. Hover on **My Plan** at the top of the page and click on **My Documents**. Follow these instructions to upload your resume:
 - Click on **Upload New Document**.
 - In **Select Document Type**, choose **Career: Resume**.
 - Drop your resume file into the box or click **Choose File** to select the file from your hard drive.
 - Click **Submit**.

Part III: Reflect

- Go to **My Plan** and then **My Journal**. In the **Career Journal** section, find **prompt #09**:
“Which skills did you highlight in your resume? What other skills have you gained this year that you believe will help you in college or in your career? How do you intend to continue your personal and academic growth in your senior year?”
- Respond to the above prompt. Follow your teacher’s instructions if they assign a different prompt.