This activity will help students build a resume to present to potential employers and educators. Complete each section by following the instructions below.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Teacher Led** |  | **Requires Computer** | **X** | **Requires myBlueprint.ca** | **X** |

**LEARNING OBJECTIVES:**

Students will build a resume and include positive personal skills that can be utilized in the workforce.

**MATERIALS:**

* Computer, tablet or mobile device
* Handout [A]- Activity Worksheet
* Handout [B]- Building a Resume

**GETTING STARTED:**

1. Have students visit [www.myBlueprint.ca](http://www.myblueprint.ca), and enter their email and password to log in.
2. **Forgotten password?** Students can reset their passwords by clicking on the ‘Forgot your password?’ link in the green **Existing User** box.
3. **Forgotten email?** As a teacher/counsellor, you can reset your students’ emails and passwords in your **Student Manager** or **My Classes**.

**ACTIVITY: Resumes & Cover Letters**

1. Select **Resumes** from the navigation menu on your dashboard in the ‘Work’ section.
2. Review the **Resume Guide** to learn more about effective resume building.
3. If you haven’t already, add your **Contact** information; fill in the **Education** section, and **Extra Curricular** activities.
4. Identify a Job Posting (Select the **Work** section in the navigation menu and select **Job Search** to find real-time Job Postings from Indeed.ca).
5. Add an **Objective** to your resume for the job posting you selected.
6. Complete the **Volunteer Experience** section and add any **Work Experience** you have acquired up to this point.
7. Add any **additional experiences** that you’d like to record.

**ADDITIONAL INSTRUCTIONS:**

1. Using **Handout [A]- Activity Worksheet**, discuss ‘What is a resume?’ [A], ‘Employability Skills’ [B] and ‘Resume Guidelines’ [C].
2. Have students work on ‘Brainstorming’ [D] independently.
3. Once students have completed **Handout [A]**, have students complete their myBlueprint Resume using **Handout [B]-Building a Resume**.

**HANDOUT [A]: ACTIVITY WORKSHEET**

**[A] WHAT IS A RESUME?**

* A self-marketing tool where you highlight factual and marketable qualities, skills, experiences with a goal to obtain an interview
* An employer’s first glimpse of you
* An integral part of the job searching process – you need a resume to get a job
* A work in progress – you should continually upgrade as you finish school, change jobs, win awards, etc.

**[B] EMPLOYABILITY SKILLS**

* Ability to manage and organize information
* Ability to problem solve
* Ability to work autonomously
* Adaptability and flexibility
* Communication (verbal and written)
* Computer savvy
* Creativity and innovation
* Decision making skills
* Goal orientation
* Honesty
* Interpersonal skills (relates well to others)
* Leadership and management
* Listening skills
* Negotiation skills
* Participation in projects and tasks
* Positive attitude and behavior
* Reliability
* Sense of responsibility
* Strong work ethic
* Teamwork
* Willingness to keep learning
* Work safety

**HELPFUL TIP:** Listing skills and abilities that are **relevant to the position** are good, but keep that section brief. An excessively long list of skills and abilities becomes meaningless!

**[C] RESUME GUIDELINES**

* Before you begin, think about what type of job you would like to apply for and shape your resume towards that type of industry
* Use action verbs to describe experiences. Examples: achieved, completed, developed, improved, learned, researched, supervised, etc.
* Make sure your email address is not inappropriate
* NO spelling or grammar errors

**[D] BRAINSTORMING**

Before you begin making your resume, it is a good idea to start thinking about some of your skills, traits, experiences, and interests.

List 4 positive traits or skills about yourself:

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Choose an experience you had in the past and answer the following questions:

1. What kind of experience? (circle one): Work / Volunteer / Extra-curricular

2. Where was your experience? (location OR organization OR company):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. When did you start and finish? (Month/Year – Month/Year):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. What was your role or position?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. What did you do there? (Begin with a verb, i.e.: Served customers in a polite manner):

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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**HANDOUT [B]: BUILDING A RESUME**

1. Visit [www.myBlueprint.ca](http://www.myblueprint.ca)and **log into** yourmyBlueprint account with your email and password.
2. In the left hand navigation menu, click **Work** and then select **Resumes**.
3. Add a resume by clicking on the green box **Add Resume**.
4. Complete each section of the resume (e.g., Contact Information, Objective, Extra-Curicular, Work Experience, Education, Volunteer Experience, Skills and Abilities, etc.) and add at least **ONE (1)** experience where applicable.
5. When you are ready, click **Preview Resume** at the bottom right of your screen.
6. When finished, you can either share your document or download it by clicking the **Share** or **Download** button at the bottom right hand side of the page.