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

Complete each section by following the instructions below.

**LEARNING GOALS:**

1. Students will build a resume and include positive personal skills that can be utilized in the workforce.
2. Student will learn the value and importance of creating a strong resume for the job application process.

**MATERIALS:**

* Writing tools
* **Handout [A] - All About Resumes**
* **Handout [B] - Action Verbs**
* **Handout [C] - Writing A Resume**
* Rubric

**INSTRUCTIONS:**

1. Give students **Handout [A] All About Resumes**, and as a class, discuss “What is a resume?” [A], “Employability Skills” [B] and “Resume Guidelines” [C]
2. After the discussion, students create a draft of a resume by filling in the template in **Handout [C] – Writing A Resume**
3. Distribute the Action Verbs in **Handout [B] – Action Verbs** for students to reference

*Modifications:*

*Students may use myBlueprint.ca occupation search to build a resume based on a list of specific job details.*

*\*\*See below for the rubric.*

**RESUME RUBRIC**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
|    | **Exemplary - 5** | **Satisfactory - 3** | **Unsatisfactory - 1** |
| **Content**  | The resume includes all of the required areas in an appropriate order: Objective, Education, Work experience, Volunteer experience, Skills etc. A great amount of detail is provided | The resume includes all of the required elements but they are not in the correct order. Sufficient detail is provided. | The resume does not include all of the required elements and is not in the correct order. There is a lack of detail. |
| **Skills**  | More than three skills are listed and described with a one-line action statement explaining the skills and when it has been used in the past.  | Only two skills are listed and/or the skills listed do not include descriptive action statements.  | Fewer than two skills are listed or no action statements are included.  |
| **Format**  | The resume is typed, well organized, and moves the reader’s eye easily down the page.  Each section has a clear heading and the action word statements are bulleted.  | The resume is typed, contains headings and action word statements but needs some organization.  It does not cause the readers eye to flow down the page easily.  | No organization is apparent.  The resume is difficult to read, does not contain bullets, and no section headings.  |
| **Action Statements**  | Action statements are used throughout the resume.  They are clearly written to describe the activity but short.  | Action statements are used 90-99% of the time.  They are clearly written to describe the activity but short.  | Action statements are used less than 89% of the time.  |
| **Grammar**  | No errors in grammar or spelling that distract the reader from the content. | Few errors in grammar or spelling. | Many errors in grammar or spelling that distract the reader from the content. |

Teacher Comments:

/25

**HANDOUT [A] - ALL ABOUT RESUMES**

**[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
* Analytical ability
* Communication (verbal and written)
* Computer savvy
* Creativity and innovation
* Decision making skills
* Goal orientation
* Honesty
* Interpersonal skills
* 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

**[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
* Keep your resume to a maximum of two pages
* Must be typed
* Make sure your email address isn’t innapropriate
* NO spelling or grammar errors

**Objective Statement:**

A concise statement outlinging your specific employment goal – a reason you are applying for this positon. Be unique!

E.g. With strong writing skills, international volunteer experience, and a drive to succeed, I am seeking a challenging internship at a dynamic advertising agency that values and engages its employees.

**Work Experience:**

List any related work experience chronologically with your current or most recent position first. Provide company name, your title, dates of employment and a description of your tasks and responsibilities using bullet points. Begin each bullet with an action verb and include accomplished-based statements.

E.g. Guitar Teacher, ABC Music School, London, ON, June 2005 – December 2006

* **Taught** private and group Level One Beginner Guitar classes to students under 12
* **Created** lesson plans used by 60 students for all Level One classes that **resulted in passing grades for all students and raised Level Two enrollment by 50%**

Remember: Use action verbs in present tense for current position and past tense for previous positions.

**Volunteer Experience:**

List any volunteer experience the same way you list your work experience. Include skills that support the position you are applying for.

**Education:**

List your education, training and other certificates. Include level of education, area of study, school name and year of graduation. Begin with your highest level of education OR the most relevant to the job you are applying for.

E.g. Honours Bachelor of Arts – English and History, University of Western Ontario, Graduated 2005

**Skills & Accomplishments:**

List any skills and/or accomplishments you are proud of and that your potential employer may be interested in.

**Hobbies & Interests, etc.:**

List your social activities, hobbies and personal interests. Do you play soccer in your spare time and are applying for an office job? List it. This section does not necessarily have to be relevant to the position you are applying for, it allows potential employer a glimpse into your personality.

**References:**

List the name, title and contact number of two references. Alternatively, you can write “References available upon request” at the bottom of your resume. Be sure to have this information typed on a separate piece of paper should an interviewer ask you for references.

**HANDOUT [B] - ACTION VERBS\***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Management** | **Communication** | **Research** | **Technical** | **Teaching** |
| achievedadministeredanalyzedassignedattainedchairedconceivedcontractedconsolidatedcoordinateddecideddelegateddevelopeddirectedencouragedevaluatedexecutedhandledimplementedimprovedincorporatedincreasedinspiredlaunchedledmanagedmotivatedorganizedoutlinedoversawplannedprioritizedproducedrecommendedre-evaluatedreportedreviewedscheduledstrengthenedsupervised | addressedarbitratedarrangedauthoredcommunicatedcorrespondedcounseleddevelopeddefineddirecteddraftededitedenlistedformulatedinfluencedinterpretedlecturedmediatedmoderatedmotivatednegotiatedpersuadedpromotedpublicizedreconciledreunitedrenegotiatedreportedresearchedsummarizedspoketranslatedwrote | clarifiedcollectedconceivedcritiqueddetecteddiagnoseddisprovedevaluatedexaminedextractedidentifiedinspectedinterpretedinterviewedinvestigatedorganizedresearchedreportedreviewedsearchedstudiedsummarizedsurveyedsystematizedwrote | analyzedassembledbuiltcalculatedcomputeddesigneddevisedengineeredfabricatedinspectedmaintainedoperatedoverhauledprogrammedremodelledrepairedsolvedtrainedupgraded | adaptedadvisedclarifiedcoachedcommunicatedcoordinateddefineddevelopedenabledencouragedevaluatedexplainedfacilitatedguidedinformedinitiatedinstructedlecturedpersuadedpresentedset goalsstimulatedtaughttrainedupdated |

\*http://www.writeexpress.com/action-verbs.html

|  |  |  |  |
| --- | --- | --- | --- |
| **Financial** | **Creative** | **Helping** | **Clerical or Detail** |
| adjustedadministeredallocatedanalyzedappraisedauditedbalancedbudgetedcalculatedcomparedcomputeddevelopedestimatedforecastforecastedmanagedmarketedplannedprojectedre-evaluatedreconciledresearchedsold | actedappliedcomposedconceivedconceptualizedcreateddesigneddevelopeddirectedestablishedevaluatedfashionedformedformulatedfoundedillustratedinstitutedintegratedintroducedinventedloadedmouldedoriginatedperceivedperformedplannedpresentedproducedrefinedrewroteupdated | advisedaidedassessedassistedbroughtclarifiedcoachedcoordinatedcounselleddealtdemonstrateddiagnosededucatedencouragedenlistedexpeditedfacilitatedfamiliarizedguidedhelpedinspiredmaintainedmodifiedperformedreferredrehabilitatedrepresentedsupportedupheld | activatedalteredassembledapprovedarrangedcataloguedclassifiedcollectedcompileddescribeddispatchededitedestimatedexecutedgatheredgeneratedimplementedinspectedlistedmaintainedmonitoredobservedoperatedorganizedoverhauledpreparedprocessedproofreadpublishedpurchasedrecordedreducedretrievedscreenedspecifiedstreamlinedsystematized |

\*(http://www.sass.uottawa.ca/careers/tools/skills.php)

|  |
| --- |
| **Additional Action Verbs** |
| anticipatedarbitratedascertainedcheckedclassifiedcollectedcompletedconductedconservedconsolidatedconstructedcontrolledcoordinatedcounselledcreateddecideddefineddelivereddetaileddetecteddetermineddeviseddiagnoseddirecteddiscovereddispenseddisplayeddisproveddissecteddistributeddiverteddramatizeddrewdroveeliminatedempathizedenforcedestablishedestimatedevaluatedexaminedexpanded | experimentedexplainedexpressedextractedfiledfinancedfixedfollowedformulatedfoundedgatheredgavegeneratedguidedhandledheadedhelpedhypothesizedidentifiedillustratedimplementedimprovedimprovisedincreasedinfluencedinformedinitiatedinnovatedinspectedinstalledinstitutedinstructedintegratedinterpretedinterviewedinventedinventoriedinvestigatedjudgedkeptledlearned | lecturedliftedlistenedloggedmaintainedmademanagedmanipulatedmediatedmemorizedmodeledmonitoredmotivatednavigatednegotiatedobservedobtainedofferedoperatedorderedorganizedoriginatedpaintedperceivedperformedpersuadedphotographedpilotedplannedplayedpredictedpreparedprescribedpresentedprintedprocessedproducedprogrammedprescribedpresentedprojectedpromoted | proof-readprotectedprovidedpublicizedpurchasedquestionedraisedreadrealizedreasonedreceivedrecommendedreconciledrecordedrecruitedreducedreferredrehabilitatedrelatedrenderedrepairedreportedrepresentedresearchedresolvedrespondedrestoredretrievedreviewedriskedscheduledselectedsensedseparatedservedsewedshapedsharedshowedsketchedsolvedsorted | summarizedsupervisedsuppliedsymbolizedsynergizedsynthesizedsystematizedtalkedtaughttendedtestedtrainedtranscribedtranslatedtraveledtreatedtroubleshottutoredtypedunifiedunitedupgradedusedutilizedverbalizedwarnedwashedweighedwiredworked |

**HANDOUT C - WRITING A RESUME**

Fill out the template\* below to use as a basis for your resume. When typing your final copy, you do not have to follow this format exactly. The more unique your resume is the more attention it will get. Remember: always maintain professionalism!

Name

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

Address

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

City, Province Postal Code

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

Email Address

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

**OBJECTIVE**

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

**EDUCATION**

Program School Year Completed

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

**WORK EXPERIENCE**

Job Title/Position Duration of Position

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

Company City, Province

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

Description of Position

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Title/Position Duration of Position

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

Company City, Province

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

Description of Position

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**VOLUNTEER EXPERIENCE**

Job Title/Position Duration of Position

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

Company City, Province

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

Description of Position

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SKILLS & ACCOMPLISHMENTS**

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

**HOBBIES & INTERESTS**

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

**REFERENCES**

1. Name Position Phone Number

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

2. Name Position Phone Number

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

\*(Template adapted from hiec)