

# 12 Complete an Outline of Your Successes



## TRANSITION OBJECTIVE

Students will complete an outline for their **Success Resume** by listing their major accomplishments.

## RELEVANCE TO SUCCESSFUL TRANSITION

A well-written resume can be a major contributor to one's success when seeking employment. It is also a good way for young people to identify and focus on their positive attributes and accomplishments. Making a list of accomplishments is a good step toward developing a resume.

## INSTRUCTIONAL SEQUENCE

### ❑ STEP 1: Update Journal

What would I put into the list of my accomplishments?

### ❑ STEP 2: Convene Roundtable

"One school I graduated from is \_\_\_\_."

### ❑ STEP 3: Advance Organizer

"Today you will make a list of your life successes by completing an outline for your **Success Resume**."

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PERSONAL MANAGEMENT: Unit 1 LESSON 12

### Success Resume Ideas

**Background information:**  
 Name: \_\_\_\_\_  
 Born: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Place: \_\_\_\_\_  
 Current Residence: \_\_\_\_\_  
 (Address): \_\_\_\_\_  
 (Phone number): \_\_\_\_\_

**Successes in my education:**  
 Graduated from \_\_\_\_\_ Elementary School, June \_\_\_\_ (year)  
 Graduated from \_\_\_\_\_ Junior High School, June \_\_\_\_ (year)  
 Completed two years at \_\_\_\_\_ Senior High School  
 Expect to graduate from \_\_\_\_\_ High School June \_\_\_\_ (year)

**Successes at between birth and 5 years of age:**  
 Learned to walk  
 Learned to dress and feed myself  
 Learned to talk  
 Moved to another town  
 Entered kindergarten

**Successes between ages 5 and 10:**  
 Joined sports teams  
 Joined a scout troop  
 Went to summer camp  
 Went on camping trips  
 Traveled to another state or country  
 Learned a new sport (basketball, soccer, football, roller-blading)  
 Graduated from elementary school

**Successes between ages 11 and 15:**  
 Learned to paint (or some other form of art)  
 Learned to play the piano or another musical instrument  
 Traveled to a new place  
 Learned a new sport  
 Started something  
 Finished something  
 Learned to speak another language  
 Taught someone how to do something  
 Learned to use a computer  
 Learned to dance

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PERSONAL MANAGEMENT: Unit 1 LESSON 12

### Success Resume Ideas

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**Successes since I was 15 years old:**  
 Learned to use a computer  
 Got a job  
 Completed a vocational training class  
 Selected for a work training program in my high school  
 Made new friends  
 Learned to drive a car

**Things I do well:**  
 I get along with people  
 I am kind and I'm kind to them  
 I'm strong  
 I'm healthy and don't never sick  
 I like to try new things  
 I'm dependable and on time for whatever I do  
 I'm quiet and I can work alone without much help

**Successful work experiences:**  
 Chores and duties at home  
 Part-time (paid and unpaid)  
 Helped with family member or friend  
 Job training at school

**Hobbies or things I do well in my free time:**  
 Swim  
 Play ball  
 Play with a small band  
 Collect cards  
 Listen to music  
 Build models

**Successes I am planning:**  
 Finish high school  
 Go to trade school, community college or other educational goal  
 Join the service  
 Save enough money to get a car  
 To live in my own place  
 Get a full-time job

**People who know about my successes: (References)**  
 1. Family friend  
 2. Neighbor  
 3. Teacher

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### ❑ STEP 4: Activity - 20 Minutes

Have students use a dictionary to find the definition of "resume" and then write it on the board (i.e., a summary of one's personal history and employment experiences). Explain that a resume often is required as a way to tell about experience when applying for a job. A resume also can be used as a guide when completing a written or online job application form. Even when it is not required, coming into an interview with a resume leaves a good impression. Focus the discussion on students' personal accomplishments and successes. Explain that students should write an outline of their

personal **Success Resume**. Have students share successes they had from 1-3 years old, such as learning to walk, talk and play. Next, have students give examples of the successes they had during their elementary and junior high years. Talk about the importance of each success and how the number of successes grows over time.

### □ STEP 5: Activity - 25 Minutes

Use a screen image of **Success Resume Ideas** to read and discuss each item that would be relevant to the class. As you read the items, ask students to compare and comment on their own experiences and successes. Next, model for students by using a screen image to complete a sample of the **Success Resume Outline**. In groups of three, students share their own accomplishments while one member of the group writes their responses on a screen image containing the outline. Remind students to move quickly through the entire outline. Have each group present its completed outline on the screen image.

### □ STEP 6: Evaluate Outcomes

A resume is “\_\_\_\_\_.”

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PERSONAL MANAGEMENT: Unit 1

LESSON 12

Success Resume Outline

Background information:

My education successes:

My successes during my first five years of life:

My successes during my next five years (to age 10):

My successes during my next five years (to age 15):

Things I do well:

Successful work experiences:

My hobbies:

Successes I am planning for the next ten years:

People I can talk to about my success:

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### □ STEP 7: Connecting Activity

Ask students to gather information and dates related to their life successes from family members. This information will be needed for the writing activity in the next lesson.

## KEY WORDS

resume

success

category  
experience

guide

accomplishment

### MATERIALS AND PREPARATION

- Student Handouts: **Success Resume Ideas**, pages 36-37; **Success Resume Outline**, page 38.
- Prepare for discussion.
- Prepare screen images of handouts.

### SCANS FOUNDATION SKILLS

- Basic Academic Skills: Reading, Writing, Listening, Speaking
- Thinking Skills: Creative Thinking, Visualizing, Reasoning
- Personal Qualities: Responsibility, Self-Esteem, Self-Management, Integrity/Honesty