

24 Prepare Resume Cards

TRANSITION OBJECTIVE

Students will develop and prepare a **Resume Card** of their career-related skills and experiences.

RELEVANCE TO SUCCESSFUL TRANSITION

Networking and making contacts are the most important job search tools. To aid the networking process, job seekers can develop paper tools, such as the **Resume Card**, which is a mini-resume.

INSTRUCTIONAL SEQUENCE

❑ STEP 1: Update Journal

I will look good on paper . . .

❑ STEP 2: Convene Roundtable

"One positive thing I can say about myself to an employer is ____."

❑ STEP 3: Advance Organizer

"Today you will develop your **Resume Card**."

group one of the eight **Resume Cards** from **Resume Card Examples**.

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CAREER MANAGEMENT: Unit 2		LESSON 24	
Resume Card Examples			
1 Alex Hansen Home: (718) 755-0987 Seeking Position As: Assistant Manager in Retail Skills: Enthusiastic, honest, reliable and organized, good with the public and can handle pressure well. Experience: Sales Clerk, Walmart Can document and deposit cash and checks from daily sales, write weekly account reports and handle charge slips. Can program pricing changes on merchandise. Training: Retail Sales and Management Certificate, Jamestown Community College	2 Rachel Howe Home: (876) 888-9998 Seeking Position As: Medical Skills: Likes to work with people, dedicated, reliable and hard working. Experience: Candy Stripe Volunteer, North Hospital Nurse Assistant, Village Nursing Home Can give shots, take vital signs, give CPR and assist doctors with in-office procedures. Training: Medical Assistant Certificate, RN Training Program Nurse Assistant Certificate, North High School Volunteer Training, North Hospital	3 Tony Winn Home: (718) 475-0987 Seeking Position As: Auto Technician Skills: Self starter, creative, problem solver, reliable. Experience: Parts Clerk, Auto Parts Auto Tech Intern, Branston Auto Repair Can repair brakes, mufflers, oil changes, tune-ups and most minor repairs on Hondas and Toyotas. Training: Auto Technology Certificate, Community Vocational Training Center	4 Lynn Kane Home: (498) 456-1234 Seeking Position As: Clerk/Secretary Skills: Organized, can handle pressure well, detail oriented, dependable. Experience: Office Clerk, Hilton Elementary Pet Care Intern, Daily Insurance Can type at 55 wpm, file, answer phones, take messages, complete mailings. Training: Typing, keyboarding, & beginning computer, West High School Office Occupations Certificate, West Vocational Program.

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❑ STEP 4: Activity - 25 Minutes

Tell the class that you are going to play a game in which you (the teacher) will pretend to be various employers with job openings. The students will be job seekers. Divide the class into eight groups and assign each

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Resume Card Examples			
page 2			
5 Alicia Thomas Home: (718) 456-9876 Seeking Position As: Computer Operator Skills: Can cope well with deadlines and pressure, seeking a challenge, flexible. Experience: Clerk, Retail City Mall - Can use Windows 95 or above, Microsoft Office and keyboard at 50 wpm. Training: Keyboarding, Computer Skills, Patel High School	6 Lonnie Smith Home: (809) 777-0909 Seeking Position As: Hotel Management Skills: Likes to work with people, hard working, seeking challenge. Experience: Clerk, Holiday Inn, Assistant Manager, Hampton Inn - can run the front desk, supervise hotel staff, complete weekly and monthly reports. Training: Hospitality Management Program, Wabash Junior College Travel Agent Certificate, Wabash Vocational Training Program Hospitality Academy, Wabash High School	7 Jason Tolbert Home: (676) 878-5543 Seeking Position As: Pre-School Teacher Skills: Good with children, responsible, self-motivated. Experience: Classroom aide, Children's World Teacher Aide Intern, Head Start - can plan lessons, organize art and music activities, supervise playground and lunch. Training: Early Childhood Education, 9 units, Jasper Community College Child Care Certificate, Jasper Adult Education; Child Development, Jasper High School	8 Lucinda Black Home: (989) 444-5565 Seeking Position As: Optician Skills: Seeking challenge, learns quickly, reliable, hard working. Experience: Optician Intern, Lense Crafters - can grind lenses, fit glasses and complete prescription orders. Hospital Volunteer, Howard County Hospital - can assist patients with meals, bathing and exercise. Training: Optical Certification, Howard Technical School Medical Academy, Howard High School Howard Hospital Volunteer Training Program

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Explain that you will describe a particular job you wish to fill and as a group, they must decide if the person on their **Resume Card** is qualified for the job. If so, the group will signal and say, "We want to apply for that job." Have a group member read the card to the rest of the class and discuss whether or not it is appropriate for them to apply for that job. Allow groups a few minutes to become familiar with the information on their card, then read aloud, one at a time, the following eight job descriptions:

- 1) Office Clerk with two years experience
- 2) Assistant Manager of the Hyatt Hotel with

training in management

- 3) Classroom Aide at Holly House Child Care with at least six college units
- 4) Assistant Manager for Short Time Shoes with one year experience
- 5) Back office Medical Assistant with MA Certificate and one year experience
- 6) Auto Mechanic with training and one year experience
- 7) Optician's Assistant with Optical Certification
- 8) Computer Operator with training on Windows.

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CAREER MANAGEMENT: Unit 2 LESSON 24

Why Use a Resume Card?

Resume Cards are short and clear
They have just enough information to read quickly.

Resume Cards leave a positive impression
They give positive information about the job seeker.

Resume Cards are easy to remember
They are short and different so people will remember them.

Resume Cards look professional
They are typed and printed on good quality paper.

Resume Cards are easy to give away
They are easy to hand to people during an interview or a first contact.
They can be attached to applications, resumes, and thank you notes.
They can be used as a business card or when answering questions.

Resume Cards give important information to the employer
They give the employer information about the job seeker.

Employment goals
Skills
Experience
Training

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□ STEP 5: Activity - 20 Minutes

Review **Why Use a Resume Card?** with the class using a screen image. Ask groups to answer the following questions: How can a **Resume Card** be useful in your job search? To whom might you give a **Resume Card**? What advantages would using a **Resume Card** give you? Give groups two minutes to discuss each question and then report. Summarize their responses on the board.

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CAREER MANAGEMENT: Unit 2 LESSON 24

Resume Card Worksheet

Use this Worksheet to collect information for your Resume Card.

What position would you like to have? _____

Your employability skills: _____

Paid experience - where, dates, job duties: _____

Internship or apprenticeship positions - where, dates, job duties: _____

Volunteer positions - where, dates, job duties: _____

College or training courses - where, dates, skills learned: _____

Related high school programs or courses - where, dates, skills learned: _____

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□ STEP 6: Activity - One Class Period

Using a screen image, explain and discuss the **Resume Card Worksheet** with the class. Have students complete their own worksheets. Assist as needed to list as much experience and training as possible. Next, provide computer time so students can type and format their cards. If you develop a template and save it on disk, students will then only need to type in their own information.

□ STEP 7: Evaluate Outcomes

One reason I will use a **Resume Card** is " _____ ."

□ STEP 8: Connecting Activity

To build networking skills, give **Resume Cards** to ten individuals including personal contacts and businesses in the community.

KEY WORDS

resume

employability skills

qualified

template

MATERIALS AND PREPARATION

- Student Handouts: **Resume Card Examples**, pages 108-109; **Why Use a Resume Card?**, page 110; **Resume Card Worksheet**, page 111.
- Prepare for the **Resume Card** Activity.
- Prepare and discuss the importance of using a **Resume Card**.
- Be ready to help students with the **Resume Card Worksheet**. Invite support staff to class to assist students with the worksheet. Support staff might include instructional assistants, transition specialists, career counselors, program specialists or parent volunteers.

SCANS FOUNDATION SKILLS

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