

25 Write Your Resume

TRANSITION OBJECTIVE

Students will organize and write their own formal resume.

RELEVANCE TO SUCCESSFUL TRANSITION

In addition to the Resume Card, the job seeker needs to also have a well-written formal resume. Although networking and making contacts are the most important job search tools, a resume may be necessary in some situations and it is a good idea to bring a resume to all interviews.

INSTRUCTIONAL SEQUENCE

❑ STEP 1: Update Journal

My resume looks professional because . . .

❑ STEP 2: Convene Roundtable

"An important work skill I have is ____."

❑ STEP 3: Advance Organizer

"Today you will organize and write your resume."

❑ STEP 4: Activity - Two Class Periods

Remind students that networking and direct contact with employers are the most successful strategies for finding a job. Before starting the resume, have students determine if they have an email address that is appropriate. Tell students that employers will use email in the application process. Email addresses need to be professional and need to be checked daily. Explain that although a resume cannot replace face-to-face contact, it is a valuable tool to support direct contacts. Discuss the following reasons for writing and distributing a resume: the employer may ask for one; a resume clearly outlines your education, training and experience; and it is a ready reference for the employer, who may not write down everything you say at the interview.

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Sample Resume

Jennifer Rockwell
1876 Beverly Drive, Smith Town, Texas, 87654, (999) 888-7777

Position Desired: Insurance Claims Adjuster

Preparation & Experience
Over three years of experience working in the insurance industry. Positions include claims adjuster and office clerk. Can complete claims files accurately and quickly. Excellent people skills. Gathers the correct information to settle claims quickly. Acted as Secretary of the Student Business Association, Smith Town High School.

Education
Albrite Insurance Training Center, Houston Texas: Claims Adjuster Certificate
Smith Community College, Smith Town, Texas: 24 units in Business Program
Smith Town High School, Smith Town, Texas: Business Academy Certificate, Diploma

Experience
6/14-Present Claims Adjuster, Albrite Insurance, Smith Town, Texas
Organize claims file, collect information on each insurance claim, contact repair companies for estimates, submit final claims, input data on computer
Awarded for highest number of settled claims for the month of September.

7/12-4/14 Clerk, Horizon Insurance, Smith Town, Texas
Created the public, took phone messages, distributed mail, typed memos and letters, filed claims information, arranged appointments, had excellent evaluations, promoted from Clerk I to Clerk II in first three months; received maximum raises every six months.

9/11-4/12 Adjuster Intern, Horizon Insurance & Smith Town High School Business Academy, Smith Town, Texas. Assisted with claims filing procedures, collected information related to each file, used computer, made phone contact with customer and business. Received awards for attendance and grades.

4/10-9/11 Counter Person, Burger King, Smith Town, Texas
Took orders, ran cash register, ran drive up window, opened and closed the restaurant. Employee of the month.

Skills
Reliable, efficient, can work well under pressure and with the public.
Can operate equipment, including a computer, Microsoft Office program, a multi-functional phone, and several copy machine models. Maintained a 3.5 grade point average through high school and college.

References
Jared Alwood, Business Department Head, Smith Town High School, (999) 888-8745
Alex Harvey, Supervisor, Horizon Insurance, Smith Town, Texas, (999) 888-5566
Harold Mackey, Senior Claims Adjuster, Albrite Insurance, Smith Town, Texas, (999) 888-7778

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Resume Worksheet

Use this worksheet to collect information for your resume.

Personal Information

Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Message: _____ Fax: _____
What position would you like to have? _____

Education & Training

Specialized work training course: _____
Name of institution: _____
City & State: _____
Certificate Earned & Date: _____
College or University: _____
City & State: _____
Dates Attended: _____
Academic Major: _____
Degree Earned & Date: _____
Awards & Achievements: _____

High School: _____
City & State: _____
Date received diploma: _____
Academic or Career Major: _____
Important courses: _____

Awards & Achievements: _____

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Using a screen image, go over the **Sample Resume** with the class. First, have students comment on the appearance of the **Sample Resume**. Next, talk about the organization of the resume, especially the topics included. Emphasize the titles of each section on the **Sample Resume**. As a class read through the information in each section. Have students talk with a partner to evaluate the appearance of the **Sample Resume** on a scale of one to five with five being excellent and one being poor. Survey the class to get their ratings.

Using a screen image, explain and discuss each item on the **Resume Worksheet**. Have students individually complete their own resume worksheet. Stress the point that “more is better” and help them list as much information as possible. Again, you may wish to prepare a template ahead of time and computer access for students to type a draft of their resume. You may want to use the **Sample Resume** as a possible format.

❑ STEP 5: Evaluate Outcomes

The most important reason I want to write my resume is “_____.”

❑ STEP 6: Connecting Activity

Students will distribute copies of their completed resumes to businesses or prospective employers they have already contacted.

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Resume Worksheet

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Work Experience (list most recent experience first)

Name of Business or Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Supervisor: _____ Phone: _____

Job Title: _____ Beginning & Ending Dates: _____

Job Duties: _____

Machinery or equipment you used: _____

Special skills this job required: _____

Skills you did well: _____

Name of Business or Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Supervisor: _____ Phone: _____

Job Title: _____ Beginning & Ending Dates: _____

Job Duties: _____

Machinery, equipment or software you used: _____

Special skills this job required: _____

Skills you performed well: _____

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Volunteer Experience

Name of Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Supervisor: _____ Phone: _____

Position: _____ Beginning & Ending Dates: _____

Position Duties: _____

Things you did well: _____

Name of Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Supervisor: _____ Phone: _____

Position: _____ Beginning & Ending Dates: _____

Position Duties: _____

Things you did well: _____

Name of Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Supervisor: _____ Phone: _____

Position: _____ Beginning & Ending Dates: _____

Position Duties: _____

Things you did well: _____

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Clubs & Organizations

Name: _____ Activity: _____

Address: _____ City: _____

State: _____ Zip: _____ Phone: _____

Accomplishments or Awards: _____

Name: _____ Activity: _____

Address: _____ City: _____

State: _____ Zip: _____ Phone: _____

Accomplishments or Awards: _____

References

Name: _____ Relationship: _____

Address: _____ City: _____

State: _____ Zip: _____ Phone: _____

Name: _____ Relationship: _____

Address: _____ City: _____

State: _____ Zip: _____ Phone: _____

Name: _____ Relationship: _____

Address: _____ City: _____

State: _____ Zip: _____ Phone: _____

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KEY WORDS

resume**reference and references****organization****volunteer**

MATERIALS AND PREPARATION

- Student Handouts: **Resume Sample**, page 112; **Resume Worksheet**, pages 113-116.
- Prepare to go over the **Sample Resume**. Prepare a **Resume Worksheet** using your own information.

SCANS FOUNDATION SKILLS

- Basic Academic Skills: Writing
- Thinking Skills: Creative Thinking, Know How to Learn
- Personal Qualities: Self-Esteem, Self-Management