

13 Develop a Resume Describing Personal Successes



TRANSITION OBJECTIVE

Students will write a **Success Resume** describing their life accomplishments.

RELEVANCE TO SUCCESSFUL TRANSITION

Writing a resume is one way to acknowledge and record our successes. Completing a resume also offers an opportunity to reflect on our successes.

INSTRUCTIONAL SEQUENCE

❑ STEP 1: Update Journal

One reason to have a resume is . . .

❑ STEP 2: Convene Roundtable

"When I think about all of my successes, I feel _____."

❑ STEP 3: Advance Organizer

"Today you will use the information from your **Success Resume Outline** to write your own **Success Resume**."

39



PERSONAL MANAGEMENT: Unit 1 LESSON 13

Heather Champion's Resume
Sample Success Resume

Background information:
I was born in Petaluma, California, on August 31, 20...
I am 16 years old.
My address is:
1428 Mission Road, Talladega, California
Telephone: (101) 555-9128

My success in getting an education:
Attended Pine Valley Elementary School
Completed Hope Springs Junior High School
Completed two years of Ramona High School
Expect to graduate from Ramona High School next year

My successes during my first five years of life:
Learning how to walk & talk
Making my first friends
Growing to be strong and healthy
Learning to do some things on my own

My successes during my next five years (to age 10):
Learning to swim
Moving to another city in California
Participating on a Little League team
Learning to read
Learning to ride a bicycle
Taking care of my dog
Joining a Scout Troop

My successes during my next five years (to age 15):
Finishing junior high school
Learning to type
Learning to care for my clothes
Learning to use a computer
Learning to cook
Learning to roller blade

© Used by permission of the James Stanfield Company, Santa Barbara, CA 93103 THE TRANSITIONS CURRICULUM 39

❑ STEP 4: Activity - 20 Minutes

Review **Heather Champion's Sample Resume**. Discuss the various categories of information on the sample and ask students

to share personal successes that relate to each of the categories.

40



PERSONAL MANAGEMENT: Unit 1 LESSON 13

Heather Champion's Resume
Sample Success Resume Page 2

Things I do well:
I get along with people
I am good at cooking
I have good attendance
I like to try new things
I am usually on time
I can do things without much help
I am fast at texting

Successful work experience:
Two years baby-sitting
Five years mowing lawns in the neighborhood
Running the school office copy machine

Hobbies:
Reading
Going to movies
Use the computer
Bicycle riding
Going to the beach

Successes I am planning for the next ten years:
Finishing high school
Going to community college
Saving enough money to get a car
Having my own place to live
Getting a full-time job

People you could talk to about my success:
Mr. and Mrs. Ray Champion
Mr. Antonio Smith
Reverend Jose Arroya

© Used by permission of the James Stanfield Company, Santa Barbara, CA 93103 THE TRANSITIONS CURRICULUM 40

❑ STEP 5: Activity - 25 Minutes

Using completed **Success Resume Outline** from Lesson 12, each student independently writes his or her own success resume. Tell them they also can refer to the **Success Resume Ideas** sheet from Lesson 12, but to use their own ideas as much as possible. As students work individually to complete their **Success Resume Outline**, move around the room to offer assistance, ideas and encouragement. After students have a handwritten copy of their **Success Resume**, make arrangements for them to transfer resume information onto a computer for a more professional copy.

□ STEP 6: Evaluate Outcomes

One of my recent successes is “_____.”

□ STEP 7: Connecting Activity

Have students interview a relative to learn about any missing information that they could add to their **Success Resume**. They will add this information to their success resumes.

KEY WORDS

outline**interview
information****organize****history
hobbies****summary**

MATERIALS AND PREPARATION

- Student Handouts: **Heather Champion's Sample Resume**, pages 39-40; **Success Resume Ideas**, pages 36-37; **Success Resume Outline**, page 38.
- Arrange for students to use computers to finish their resumes.

SCANS FOUNDATION SKILLS

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