

Resume Writing Workshop
April 16, 2015
2:30-4:00 pm
Independence Media Center



Learning Objectives

1. Understand the purpose and importance of an appropriately written resume.
2. Brainstorm ways to incorporate non-paying work experience into meaningful work qualifiers.
3. Practice writing and formatting a resume.

Activities

1. 5 minutes – Ice Breaker – Introduce the purpose of the meeting and use the “Word Crimes” youtube video by Weird Al
<https://www.youtube.com/watch?v=8Gv0H-vPoDc>
2. 10 minutes – Examine “Sally Sad” resume. Lead students in a discussion on what is not good about the example.
http://www.educationworld.com/sites/default/files/bad-resume_0.pdf
3. 10 minutes – Examine “Joe Graduate” resume. Lead students in a discussion on what makes this example good.
<http://www.educationworld.com/sites/default/files/good-resume.pdf>
4. 30 minutes – “The Resume Workbook” – This workbook is intended for students to begin to have a conversation with themselves in order to uncover and discover abilities, passions and creativity. The entire workbook cannot be completed in one session, but should rather be a reflective tool that can be revisited often.
 - a. STEP 1 – 8 minutes – Choose one or two questions to focus on, then turn to a partner and share/ discuss your answers.

- b. STEP 2 – 8 minutes – complete page 7
 - c. STEP 3 – 14 minutes – Students will visit <http://www.mynextmove.org/> to find basic information about basic requirements for jobs they are interested in.
- 5. 20 minutes – Using the action words on page 12 of the workbook, students will practice writing “one liners” demonstration or documenting their skills as it relates to the job requirements found in their previous research.
 - 6. 20 minutes – Students will set up their preliminary template in a word document and begin the process of creating their resume. The facilitator will model the activity in real time on the LCD screen while giving step by step instructions.

Materials

- 1. Computers with internet access and Microsoft Word.
- 2. Weebly site with links to items on the lesson plan.
- 3. LCD projector
- 4. Audio for videos
- 5. Student helpers – upperclassmen that have technical skills and the ability to communicate well with their peers.
- 6. Pens, pencils, hi-lighters
- 7. Hershey kisses (positive rewards for student engagement)

Student Handouts

- 1. “The Resume Workbook” by Yana Parker
<http://www.quia.com/files/quia/users/filipelli/Ten Steps to a Great Resume>
- 2. Directions/ Instructions for saving to google drive if they do not have a flash drive.