

My High School Resume

**Grade Level:** 9, 10, 11**Domain:**

College & Career Exploration



Academic Skills

TIME:

45 Minutes

This lesson is designed to help students gather information and construct a resume that is organized in a professional way.

Objectives

Students will:

1. Learn about the typical format and sections necessary for writing a resume.
2. Connect information from their own lives to the sections needed for their resume.
3. Learn why resumes are an important part of postsecondary planning.
4. Create a resume using **My Resume** within MEFA Pathway.

MEFA Pathway Activities

- My Profile
- My Resume
- My Documents

Materials Needed

- Internet connection

Vocabulary

- Work Experience
- Resume
- Summer Job
- Part-Time Job
- Internship

Future Ready Skills

- Communication
- Self-Knowledge

PART 1

CONTENT KNOWLEDGE



Explain to students that a resume is a written account of someone's educational, personal, and professional qualifications and experiences and is used to apply for a job. Sometimes colleges or scholarship organizations will also ask students to provide a copy of their resume. A resume is another way for an employer, college, or scholarship organization to get to know an applicant.

Resume writing tips:

- Limit your resume to one page. While it's sometimes okay to have a two-page resume, most employers request a one-page resume. The shorter, the better. You can adjust margin and text size in order to limit your resume to one page.
- Include your name and contact information at the very top and center it. It's also a good idea to have your name in bold and in a larger font than everything else on the page.
- Organize your resume into sections. Bold your section titles to visually separate your sections.

Typical sections included on a resume:

- **Education:** A list of the schools you've attended, starting with the most recent; includes the attendance dates, location, GPA, and degree earned (if applicable)
- **Work Experience:** A list of the jobs you've had starting with the most recent; includes position title, job responsibilities, location, and employment dates; include all forms of work experience, including summer or part-time jobs, internships, and volunteer experience
- **Activities:** A list of the activities you're involved in both in and outside of school, including the amount of time you participate in the activity per week, how many weeks per year you participate in it, the position you hold in that activity, and the location of the activity; list in order of most recent
- **Honors and Awards:** A list of honors and awards you've received starting with the most recent; the honor or award name should be listed as well as the date you earned it

- **Skills/Technology Skills:** A list of the skills you have that could apply to the position for which you're applying; for instance, you might be skilled in Microsoft Word, HTML, or a foreign language; you should include your level of experience, a description of your skill, and the years of experience you've had with your skill
- **Community Service:** A list of any non-paying jobs performed for the benefit of the community
- **References:** Contacts that can testify to your character, skills, and abilities; listing references on a resume will depend on the circumstances; be prepared to provide 3-5 references on a separate list and include your reference name, current job/position, company, phone number, email address, and your relationship to the person
- **Certification:** A document that proves you have specific expertise and is issued by an authorized organization; it is helpful to add a professional certificate to your resume as it proves evidence of a particular skill

PART 2

APPLYING INFORMATION

Using what they have learned about the typical sections of a resume, have students write down information about themselves for each section of the resume.

PART 3

EVALUATING INFORMATION

Instruct students to log in to MEFA Pathway and click on **My Profile** under the *About Me* tab. Students should complete or update all of the sections of their **My Profile**. If they do not have information for one of the sections, they should leave it blank.

Have students click on **My Resume** under the *About Me* tab to create a resume. Have them decide whether they will make a resume for college, a scholarship application, or a part-time job.

- Students should start by adding an objective, which is a short statement that describes their positive attributes, and academic and/or professional goals. If the resume is for a job application, students should explain what makes them uniquely qualified for the job in the qualifications box.
- Then, students should select the items they want to appear on the resume. Remind students that information from elementary school or early middle school may not be relevant, depending on the opportunity they're applying to.

Students should then click **SAVE AS NEW RESUME** in the green box at the bottom. They will need to name their resume and select whether the resume is for college or a career (a job).

Once they save a resume, students can retrieve the resume by clicking on **My Resume** under the *About Me* tab and clicking on **VIEW SAVED RESUMES** in the green box.

They can then click **VIEW**, decide whether they want a classic or modern style, and then select whether they want to download the resume as a PDF or a Word Document. If saved as a Word Document, students can edit their resume further. Students should upload a copy of their final resume by clicking on **MY DOCUMENTS** on the Home tab.