

3/5/19

Ms. Santoro

Aim: Resume Writing

I can utilize the skills learned in class to write a professional resume.

Do Now: Review your stock ranking, update/buy/sell your stocks. You must always have 5 in your portfolio (folder).

The Resume

- Highlights your skills, strengths, accomplishment and career goals
- Encourage readers to want to learn more about you
- Emphasize the positive results of your experience
- Connect your experience/skills with the job

Important Titles/Information to Include

Objective/Key Qualifications:

- The reason you are sending a resume to the employer
- Specific for the company/job you are applying for

Education:

School(s) attended, locations, GPA, graduation dates

Important Titles/Information to Include

Experience:

- Work, volunteer, internships, high school clubs/activities, etc.
- Include the position you held
- Name and location of the business/organization/school
- Dates you worked there or helped out there
- Begin with an action verb and provide a concise description of skills used
- Do not use punctuation
- Use Bullets

Important Titles/Information to Include

Honors/Awards

- A short list of honors and awards associated with the Westbury School District
- Avoid a long list of awards
- Choose only to most recent and prestigious

Skills

- Share your level of knowledge with technology (Google Documents/Slides, Microsoft Word/Excel/ PowerPoint), languages you know, skills that will help you in a job
- Use words such as fluent, proficient, conversational, hard working, etc.

Your Task

On average, employers take 20-30 seconds to review a resume!

Let's begin...

In Google Classroom open the Resume Brainstorming document.

Brainstorm

Write down everything you've done for each topic, include the dates, locations (town, city, state):

- Education:
- Special Classes:
- Employment History: (Babysitting/pet sitting included. Include your position and responsibilities)
- Internships:
- Activities: (Academic related)
- Skills: (Languages you speak, technology experience, etc)
- Community service experiences:
- Articles you've written: (School newspaper, magazine, etc.)

Expand on the ones you've written down

Situation you faced	Babysitting two kids ages 6 and 9
Task	Fed, entertained, made them do homework
Action verb	Supervised
Result that occurred from your actions	Children finished their homework and were ready for when their parents come home from work..
Accomplishment is all of the above in one sentence	Supervised children ages 6 and 9 including feeding, entertaining and tutoring while their parents were at work

Exit Task

Review a neighbor's document.

Give 1 compliment

Give 2 suggestions on how to improve what they've written down