

# Resumes

Essential to your future!

Embedded English:  
Mrs. Melissa Jackson

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**P1b&W3A:** I will compose a resume to gain employment. **W2E:** I will write using correct capitalization and punctuation.

# Learning Goal:

P1b: Resume Development

W2E: Conventions In written text apply

- a. conventions of capitalization
- b. conventions of punctuation
- c. standard usage

W3A: Write effectively in various forms and types of writing

- Compose a variety of texts:
  - a. expository
  - b. in various formats, including workplace communication



**P1b&W3A:** I will compose a resume to gain employment. **W2E:** I will write using correct capitalization and punctuation.

## Real Life Connections:

- To gain employment!
- Land your dream job!!
- This is YOUR future!

**P1b&W3A:** I will compose a resume to gain employment. **W2E:** I will write using correct capitalization and punctuation.

## Quick Write~ Think-Pair-Share:



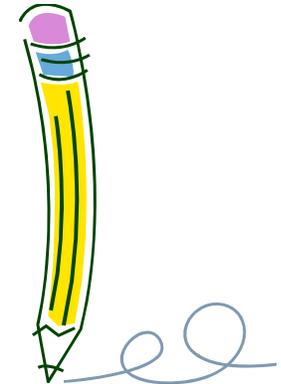
- What is a resume?
- Why do I need one?



**P1b&W3A:** I will compose a resume to gain employment. **W2E:** I will write using correct capitalization and punctuation.

# Resume:

- 1-2 page summary of you on paper
- It represents you until an employee meets you
- It tells:
  - Who you are
  - Awards and Activities
  - Skills and abilities
  - Employment history
  - Education



**P1b&W3A:** I will compose a resume to gain employment. **W2E:** I will write using correct capitalization and punctuation.

## Resume Facts:

- Resumes are a 'screening device' for employers
- The average resume gets about 30 seconds of attention in the employer's first review
- A resume is a 'living document' — revision is necessary and okay
- The purpose of a resume is to get an interview

**P1b&W3A:** I will compose a resume to gain employment. **W2E:** I will write using correct capitalization and punctuation.

## Resume Activity:

With a group of four:

- Review the resumes
- Make a list of things you noticed:
  - good, bad, interesting, and new ideas you have from looking at the resume
  - Which one would you hire?



**P1b&W3A:** I will compose a resume to gain employment. **W2E:** I will write using correct capitalization and punctuation.

# Resume Mistakes:

- Legally Blonde

**P1b&W3A:** I will compose a resume to gain employment. **W2E:** I will write using correct capitalization and punctuation.

# Funniest Resume Mistakes:

(Shared by real employers!)

- "Skills: Strong Work Ethic, Attention to Detail, Team Player, Self Motivated, Attention to Detail"
- Hobbies: "enjoy cooking Chinese and Italians"
- "Service for old man to check they are still alive or not."
- "2001 summer Voluntary work for taking care of the elderly and vegetable people"
- "an applicant ghosted a headshot as the background to her resume"
- Under "job related skills" – for a web designer – "can function without additional oxygen at 24,000 feet"
- Job Duties: "Answer phones, file papers, respond to customer e-mails, take odors."
- "Speak English and Spinach."
- Reason for leaving: "I thought the world was coming to an end."



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# Don't make these mistakes!

- Don't use large, several types, or hard to read fonts
- Don't list hobbies and personal profile-type information
- Don't use a unprofessional email address
- Don't include your picture
- Don't use bright or scented paper
- Don't use generic, vague objectives
- Don't list references that you have not asked or do not relate to your job and work ethics
- **DO: Proofread, proofread, PROOFREAD!**



**P1b&W3A:** I will compose a resume to gain employment. **W2E:** I will write using correct capitalization and punctuation.

# Resume Video:



**P1b&W3A:** I will compose a resume to gain employment. **W2E:** I will write using correct capitalization and punctuation.

# LCTC's Expectations:

## **Conventions: Mechanics, Spelling, and Grammar**

- Correct spelling
- Proper punctuation/capitalization
- Correct grammar

## **Organization** *Is the order correct?*

- Heading: includes Full name (distinctive, easy to read headings) (mailing address, telephone number, (e-mail address optional)
- Categories: include Education, Work Experience, Skills and Abilities, Activities and Awards

## **Word Choice/Voice: Writing Style** *Is vocabulary expressive?*

- Ideas: easy for reader to follow
- Skillful use of vocabulary
- Action verbs and precise nouns used
- ‘I’ is not used (verb+what phrase used)

## **Overall Presentation** *How does it look?*

- Readable font
- 1<sup>st</sup> page content, 2<sup>nd</sup> page references
- Equal space between categories
- Information in each category
  - arranged consistently
- Overall professional appearance

## **Education**

- Schools – highest/ or most relevant first (LCTC), then high schools-most recent first
- Name, City, and State of school, dates attended, projected graduation date, GPA (3.0 or greater)

## **Work Experience**

- Arranged most recent first
- Includes business name, city, state, supervisor/manager's name, dates of employment, job title/duties

## **Skills and Abilities**

- Relevant to career choice (including special skills, certifications, etc.)

## **Activities and/or Awards**

- Describes student competencies/offices held
- Includes relevant information and dates

## **References**

- Heading – on reference page
- Minimum of three appropriate references
- Information to include reference name job title/relationship, business name and address, and telephone number
- Student's references are relevant to career choice and work ethic

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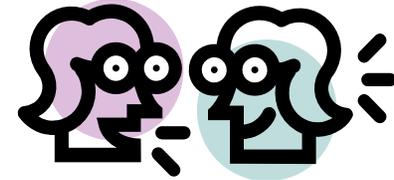
## Employer's Expectations:

- Contains NO errors
- Looks neat and professional
- Follows an accepted format
- Emphasizes your best qualities



**P1b&W3A:** I will compose a resume to gain employment. **W2E:** I will write using correct capitalization and punctuation.

## Think-Pair-Share:



- Why do employers throw away some resumes?
- Why do employers read resumes carefully?

**P1b&W3A:** I will compose a resume to gain employment. **W2E:** I will write using correct capitalization and punctuation.

# Resume Planning Sheet

- After we go over each section of a resume, we will give you time to plan your resume on the resume planning sheet.



**P1b&W3A:** I will compose a resume to gain employment. **W2E:** I will write using correct capitalization and punctuation.

# Heading:

on the top of each page!



- Full Name: first & last
- Mailing address
- Telephone with area code
- Email (professional)--optional

**P1b&W3A:** I will compose a resume to gain employment. **W2E:** I will write using correct capitalization and punctuation.

# Heading Examples:

Which ones would you use?

**James L. Jones**

123 Jackson St.

Camdenton, MO 65020

573-346-0387

[jljones@yahoo.com](mailto:jljones@yahoo.com)

**Jamie L. Johns**

123 Jackson St.

Camdenton, Mo. 65020

573-346-0387

[crazygal@yahoo.com](mailto:crazygal@yahoo.com)

**T.J. Jeffry**

123 Jackson St.

Camdenton, MO 65020

346-0387

[Ilikemonsters@yahoo.com](mailto:Ilikemonsters@yahoo.com)

**Lori Sutton**

123 Jackson St.

Camdenton, MO 65020

346-0387

[lsutton@yahoo.com](mailto:lsutton@yahoo.com)

**P1b&W3A:** I will compose a resume to gain employment. **W2E:** I will write using correct capitalization and punctuation.

# Heading:

on the top of each page!

- Full Name: first & last
- Mailing address
- Telephone with area code
- Email (professional)—optional

Example:

Melissa Jackson

PO Box 1409

Camdenton, MO 65020

573-346-9260

mjackson@camdentonschools.org

**P1b&W3A:** I will compose a resume to gain employment. **W2E:** I will write using correct capitalization and punctuation.

## Objective:

- Use if: you are applying for a specific job
- Do not use if: you are not applying for a specific job
- If you use it, **UPDATE** it for each job you apply!

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# Objective Examples Good or Bad?:



- To gain an entry-level position.
- To work for a company with a warm environment and great pay.
- To utilize my skills and experience working for an aggressive company, but more important, a well-balanced company.
- Looking for employment in the automotive industry.
- Seeking an entry-level position in the graphics field.
- A challenging creative opportunity where I can apply my skills in a dynamic organization with plenty of room for advancement.
- My dream job would be as a professional baseball player, but since I can't do that, I'll settle on being an accountant.
- Seeking to further my education.

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## Objective Examples:

- Looking for employment in the \_\_\_\_\_ industry.
- Seeking an entry-level position in the \_\_\_\_\_ field.
- Seeking to further my education.
- To gain an entry-level position.

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# Objective Peer Review:

- Show your objective to your 'shoulder partner' 
- Read your shoulder partner's objective and provide helpful, respectful feedback
- Trade papers back and review their suggestions
- Make changes as necessary

**P1b&W3A:** I will compose a resume to gain employment. **W2E:** I will write using correct capitalization and punctuation.

## Education: Schools

- Highest/or most relevant first (LCTC)
- Name, city, and state of school
- Dates attended
- Projected graduation date
- GPA: only if 3.0 or higher

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# Education: Schools:

Which one would you use?

## Example 1:

2009 - Present Lake Career and Technical Center Camdenton, MO  
Health Occupations I Medical Terminology Anatomy and Physiology Basic  
Patient Care Skills  
1998 - Present School of the Osage 636 Highway 42 Kaiser, MO 65047

## Example 2:

Lake Career and Technical Center Camdenton, MO 2009 - Present

- Health Occupations I
- Medical Terminology
- Anatomy and Physiology
- Basic Patient Care Skills

Camdenton High School Camdenton, MO 1998 - Present

- Anticipated Graduation May 2012

## Example 3:

2009-Present Lake Career and Technical Center Camdenton, MO  
Health Occupations 1 A.M. Medical Terminology Anatomy and Physiology  
Basic Patient Care Skills  
1998-Present School of the Osage 636 Highway 42 Kaiser, MO 65047

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## Education: Schools

- Highest/or most relevant first (LCTC)
- Name, city, and state of school
- Dates attended
- Projected graduation date
- GPA: only if 3.0 or higher

### Example:

**Lake Career and Technical Center**      Camdenton, MO      2009 – Present

- Health Occupations I
- Medical Terminology
- Anatomy and Physiology
- Basic Patient Care Skills

**Camdenton High School**      Camdenton, MO      1998 – Present

- Projected Graduation date May, 2012

**P1b&W3A:** I will compose a resume to gain employment. **W2E:** I will write using correct capitalization and punctuation.

## Work Experience:

- Most recent first
- Business Name, city, state, supervisor/manager's name, dates of employment, job title/duties

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# Work Experience:

## Red Robin Restaurant Independence, MO

July 2008 – May 2009

Greeted customers and managed customer seating assignment process to ensure service in a timely and orderly manner

### *Sales Accomplishments:*

- Proved the ability to multitask, handle crowds of 30-50 people, resolve customer issues and excel within a demanding, high-volume setting
- Learned to interact with all types and ages of people to consistently exceed their expectations

## Gap Outlet Store Osage Beach, MO

November 2009 – December 2009

(Seasonal help)

Assisted in replenishment on the sales floor, performed general cleaning duties, administered the fitting room, completed mark-downs, and improved the overall appearance of the store.

### *Sales Accomplishments:*

- Represented the company in a professional way; dressed according to code with a respectable attitude.
- Focused on the task at hand and exceeded expectations

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# Work Experience:

- Most recent first
- Business Name, city, state, supervisor/manager's name, dates of employment, job title/duties
- What if I do not have work experience?
- Have you:
  - Babysat, mowed lawns, animal care, hauled hay, cut wood, cleaned houses? Use these experiences UNTIL you gain employment experience.

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## Skills and Abilities:

- Relevant to career choice
  - Special skills
  - Certifications

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# Skills and Abilities Examples:

## Skills & Abilities

- Interior / Exterior Painting and Prep Work
- Programming Computers and Installing Hardware
- Setting up Networks
- Mechanics
- Making Games
- Programming DVRs
- Programming Temperature Gauges and Controllers
- Wiring Houses (Switches, Lights, and Plug-ins)
- Wiring Alarms
- Audio / Video Installer

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## Skills and Abilities:

- Relevant to career choice
  - Special skills
  - Certifications
  - Examples: Brainstorm as a class
    - List specific skills and abilities for your career area

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## Activities and Awards:

- Describes student competencies/offices held, etc.
- Includes relevant information and dates
- What if I do not have activities or awards?
- Have you participated in or can you do these?:
  - SkillsUSA, FFA, FCA, A+ tutoring, certification in areas, departmental awards for academics



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# Activities and Awards:

## National FFA Organization

August 2006 – May 2010

President 2009 – 2010

Secretary 2008 – 2009

Reporter 2007 – 2008

health and recreation committee, alumni committee, recruitment committee,  
chapter scholarship medal, outstanding service award

## + Program

August 2007 – May 2010

Member, Peer Tutoring 50+ hours

## Member of National Honor Society

May 2009 – May 2010

Member, Community service 20+ hours

## Hamdenton High School Departmental Awards:

Agriculture (2007, 2009)

Biology (2008)

Geometry (2007)

Pre-Chemistry (2007)

## Hamdenton High School Academic Letter and Three Bars

2007-2010

## Chess Club Student of the Month

October 2008

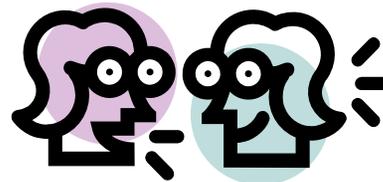
**P1b&W3A:** I will compose a resume to gain employment. **W2E:** I will write using correct capitalization and punctuation.

## Activities and Awards:

- Describes student competencies/offices held, etc.
- Includes relevant information and dates
- Brainstorm ideas as a class

**P1b&W3A:** I will compose a resume to gain employment. **W2E:** I will write using correct capitalization and punctuation.

## Peer Review:



Show your resume planning sheet to your 'shoulder partner'

Read your shoulder partner's resume and provide helpful, respectful feedback

Trade papers back and review their suggestions

Make changes as necessary

**P1b&W3A:** I will compose a resume to gain employment. **W2E:** I will write using correct capitalization and punctuation.

## References:

- Heading on reference page
- Minimum of three
- Information includes: reference name, job title/relationship, business name and address, and telephone, email optional
- Relevant to career choice and work ethic
- Should not be a relative!
- Should have known 1-2 years, at least

**P1b&W3A:** I will compose a resume to gain employment. **W2E:** I will write using correct capitalization and punctuation.

## Reference Example:

Christi Calvert, Teacher  
Camdenton R-III Schools  
PO Box 1409  
Camdenton, MO 65020  
573-346-9280  
[ccalvert@camdentonschools.org](mailto:ccalvert@camdentonschools.org)

Gary Fiene, School Resource Officer  
Camdenton R-III Schools  
PO Box 1409  
Camdenton, MO 65020  
573-346-5651  
[gfiene@camdentonschools.org](mailto:gfiene@camdentonschools.org)

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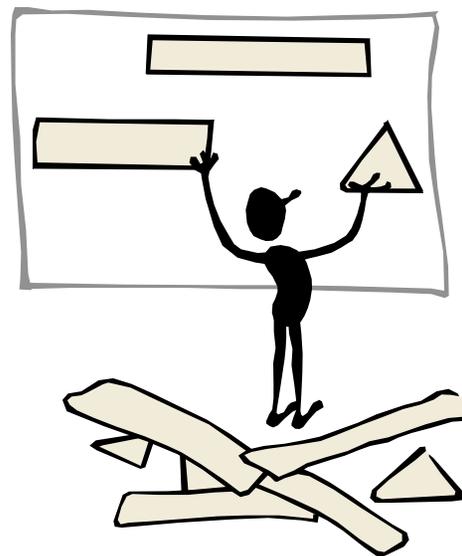
## References:

- What if I do not have references not related to me?
- Think-Could I use:
  - Neighbors, church members, family friends, teachers, counselors

**P1b&W3A:** I will compose a resume to gain employment. **W2E:** I will write using correct capitalization and punctuation.

ow that we have the facts:

- Let's revise and put it into more professional words!
- Word Choice
- Verb+What phrases



**P1b&W3A:** I will compose a resume to gain employment. **W2E:** I will write using correct capitalization and punctuation.

## Word Choice/Writing Style:

- Ideas: easy to follow
- Skillful use of vocabulary: use a thesaurus
- Action verbs and precise nouns used
- I is not used (verb+what phrase used)

**P1b&W3A:** I will compose a resume to gain employment. **W2E:** I will write using correct capitalization and punctuation.

# Word Choice/Writing Style:

- Action verbs and precise nouns used

|              |             |             |            |             |
|--------------|-------------|-------------|------------|-------------|
| accomplished | completed   | earned      | initiated  | reduced     |
| achieved     | composed    | established | led        | revised     |
| administered | contributed | evaluated   | maintained | saved       |
| analyzed     | coordinated | expanded    | operated   | sold        |
| applied      | created     | headed      | organized  | solved      |
| assisted     | designed    | identified  | performed  | streamlined |
| built        | developed   | implemented | planned    | supervised  |
| communicated | devised     | improved    | produced   | trained     |
| compiled     | directed    | increased   | promoted   | wrote       |

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# Job Duties:

## Word Choice/Writing Style

- 'I' is never used
- Verb+what you did
- Example:
  - I put together computers.
  - Assembled laptops, desktops, towers, and mini-towers

**P1b&W3A:** I will compose a resume to gain employment. **W2E:** I will write using correct capitalization and punctuation.

Job Choice:

Word Choice/Writing Style

I mowed lawns, weed eat, and trimmed.

Instead: Maintained lawns by mowing, trimming, and weed eating

I watched kids.

Instead: Supervised children

I worked at Justice as a retail person.

Instead: Assisted in replenishment on the sales

floor, performed general cleaning duties,

administered the fitting room, completed

mark-downs, and improved the overall

appearance of the store.

**P1b&W3A:** I will compose a resume to gain employment. **W2E:** I will write using correct capitalization and punctuation.

# Word Choice/Writing Style:

Practice:

- Take your job duties and find a verb to match
- Change your "I sentence" to a verb+what phrase

|              |             |             |            |             |
|--------------|-------------|-------------|------------|-------------|
| accomplished | completed   | earned      | initiated  | reduced     |
| achieved     | composed    | established | led        | revised     |
| administered | contributed | evaluated   | maintained | saved       |
| analyzed     | coordinated | expanded    | operated   | sold        |
| applied      | created     | headed      | organized  | solved      |
| assisted     | designed    | identified  | performed  | streamlined |
| built        | developed   | implemented | planned    | supervised  |
| communicated | devised     | improved    | produced   | trained     |
| compiled     | directed    | increased   | promoted   | wrote       |

**P1b&W3A:** I will compose a resume to gain employment. **W2E:** I will write using correct capitalization and punctuation.

before typing:

## Grammar & Organization:

- Use bold or underline to set off headings
- Use equally amounts of space between items
- Periods are typically not necessary at the end of information
- Use a readable font!
- Use colons to introduce lists
- Use bullets to list things more concisely
- Use semi-colons to separate complex lists

**P1b&W3A:** I will compose a resume to gain employment. **W2E:** I will write using correct capitalization and punctuation.

before typing:

## Overall Presentation

- Readable font
- 1<sup>st</sup>-2 pages content
- Separate page for the references
- Information in each category arranged consistency
- Overall professional appearance

**P1b&W3A:** I will compose a resume to gain employment. **W2E:** I will write using correct capitalization and punctuation.

# Video Clip: Friends

• [Friends Resume Clip](#)

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## Proofread, Proofread, Proofread

- Check for
  - correct spelling
  - punctuation
  - capitalization
  - Grammar
  - Check, double-check, and have teachers, friends, and others proofread!

**P1b&W3A:** I will compose a resume to gain employment. **W2E:** I will write using correct capitalization and punctuation.

# Creating an Edmodo Account

Login to [www.edmodo.com](http://www.edmodo.com)

- Click 'I'm a student'
- Complete form: Group Code 7b3w2d
- Username: lastfirstclass
- Password: you decide

Choose a resume from the assignments

**If you already have an account:**

Login

Go to join a group

Enter Group Code 7b3w2d

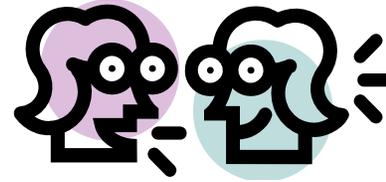
**P1b&W3A:** I will compose a resume to gain employment. **W2E:** I will write using correct capitalization and punctuation.

## Typing: Template

- Login to Edmodo
- Choose a Resume Template
- Save in your student folder
- Fill in
- Reread and proofread!
- Print
- Proof it again!

**P1b&W3A:** I will compose a resume to gain employment. **W2E:** I will write using correct capitalization and punctuation.

# Final Peer Review



Show your resume to your 'shoulder partner'

Read your shoulder partner's resume and provide helpful, respectful feedback

Trade papers back and review their suggestions

Make changes as necessary

**P1b&W3A:** I will compose a resume to gain employment. **W2E:** I will write using correct capitalization and punctuation.

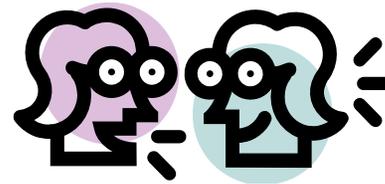
## Final Resume

- After you have proofread it again and your peer proofread it, revise it again.
- Print final copy.

**P1b&W3A:** I will compose a resume to gain employment. **W2E:** I will write using correct capitalization and punctuation.

# Review:

Round Robin:



- For two minutes brainstorm everything you know about resumes.

**P1b&W3A:** I will compose a resume to gain employment. **W2E:** I will write using correct capitalization and punctuation.

## Review: Resume Facts

- Resumes are a 'screening device' for employers
- The average resume gets about 30 seconds of attention in the employer's first review
- A resume is a 'living document'—revision is necessary and okay
- The purpose of a resume is to get an interview

**P1b&W3A:** I will compose a resume to gain employment. **W2E:** I will write using correct capitalization and punctuation.

# Learning Goal:

P1b: Resume Development

W2E: Conventions In written text apply

- a. conventions of capitalization
- b. conventions of punctuation
- c. standard usage

W3A: Write effectively in various forms and types of writing

- Compose a variety of texts:
  - a. expository
  - b. in various formats, including workplace communication



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## Sources:

- Read more at:  
<http://jobmob.co.il/blog/funniest-resume-mistakes/#ixzz1Y2PWBYhk>