

Resume Team Agenda
Wednesday, September 7, 2011
3:35 – 4:05 pm
Amy Wackerman's Room - 116

Team Members Present: Melissa Jackson (facilitator), Cassie Wilmes (recorder), Chuck Poe, Jackie Wilson, Lynn Cramer, Dennis Perkins, and Tim Keeney

Team Norms:

- Agenda is always established
- Start/end on time
- Meet the needs of the agenda
- Be prepared/bring necessary materials to meeting
- Record and post outcomes/minutes
- No sidebar conversations (or limited)
- Do not talk outside meeting if there are problems or issues – address within the meeting
- Snacks will be served.
- Cell phones must be off or on silent/vibrate.

Team Tasks Completed:

Revised Resume Scoring Guide:

- Revised resume scoring guide (see attached rubric with highlights for areas of change)
 - Removed objective from scoring guide—HOWEVER, it will still be taught and discussed when to use it. Since there is debate of when/when not to use it, it just will not be individually assessed on scoring guide. **Objective is suggested for SkillsUSA resumes based on their examples.**
 - Updated wording to more closely match the 6+1 trait district writing rubric

Based on the rubric expectations, a rubric in LCTC will have the following components:

- 1-2 pages
- Headings that are distinctive and easy to read
 - Objective is optional (but still taught so the students understand how to create an objective) **Objective is suggested for SkillsUSA resumes based on their examples.**
- Required Categories: (see scoring guide for exact specifications of categories)
 - Education
 - Work experience
 - Skills and Abilities
 - Activities and Awards (can be eliminated if a student confers with the instructor and the instructor agrees that the student lacks suitable experience)
 - References

Discuss templates: There is one available in LCTC folder. Also, Microsoft Templates offers career specific examples and templates to create resumes.

To access Microsoft examples of many types of career specific resumes:

- File
- New
- Choose 'New Resume Samples'

- Choose a sample that fits your content area

To access Microsoft templates:

- File
- New
- Choose 'Resumes & CV'
- Choose a type of resume
- Double click to choose
- File out following template prompts

Also, Melissa will be creating PowerPoint and resume lessons to share with the building.

English help available: Melissa will be available to teach or assist with resumes. She will share her lesson plans, PowerPoint, and resources when completed. Non-Embedded English teachers: please let Melissa know if you would like to schedule a time for resume teaching.

Other areas: A concern was voiced that students receive good grades on their resume in the high school and then they bring the resume to LCTC and it does not meet our guidelines. We discussed the inconsistency even among resume expectations within the high school and the difference between the resumes in the high school versus our career center. It was agreed by several that the high school resumes tend to be more academic and ours are more career based. Since they should be able to use our resume directly to gain employment, it should be more career based and follow LCTC expectations. They may use their 'high school' resume as a starting point to revise in order to meet our guidelines.