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Preparing a Resume

1. Matías wants a part time job. He thinks he should call nearby coffee shops and ask if they are hiring. Is this the best way to find a job?



2. Isabella is writing her resume. She doesn't have much work experience. She thinks she should leave an empty section on her resume. Is this a good idea?

3. Finish each sentence with a word from the list.

resume cover letter	traits qualifications	skills experience
------------------------	--------------------------	----------------------

- a) A _____ introduces you to employers.
- b) Be sure to include all of your work _____.
- c) Your personality _____ can be an asset on the job site.
- d) _____ show why you are able to do the job.
- e) Listing the _____ you have can help you get hired.
- f) A _____ is used to apply for a job.



Preparing a Resume

The most important part of finding a job is a resume. Almost every job will want a resume. It is a summary of your skills and experience. It shows employers why you are right for the job. A resume is a professional document that everyone needs. You do too!

There are many ways to write a resume. Every employer is different. Some people will pick a style based on their details. All resumes have:

- Name
- Address
- Contact information.
- Education
- Skills you have for the job.
- Past work/volunteer experience.

When you make a resume, think about details. How do you want it to look? What do you want to highlight? If you don't have any work experience, include volunteering. It is also smart to list all of your skills. Tell everyone why you are the right choice!

You may have had a problem at a past job. You don't want to draw focus to this. You must be careful when writing the resume. It may not be smart to include a job you were fired from. In this case, you will choose a different format. Perhaps your resume will put past jobs in a list. The focus will be on your volunteer work. It could also show new courses you have finished. Use the layout to help look your best! Happy job hunting!

Yang was fired from her last two jobs. She has finished some classes in hairstyling. Yang chose to leave out the last job she was let go from. She put her education in a bold font on the resume.

1. Ashley had to suddenly quit her last job. She has been volunteering at the local animal shelter. What should she highlight on her resume?

- A Her education.
- B Her past jobs.
- C Her volunteer experience.
- D Her address.



Preparing a Resume

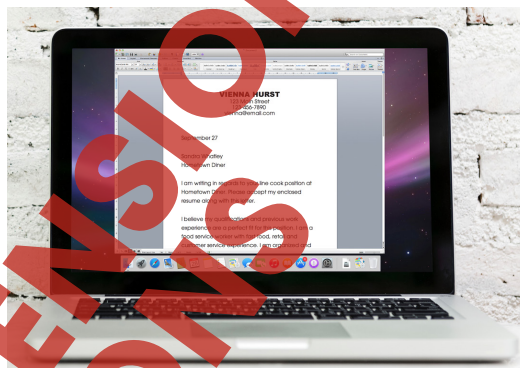
1. Answer the questions about preparing a resume and cover letter.

- a) What is NOT included on a resume?

- A How many pets you have.
- B Your education.
- C Your past jobs.
- D Your address.

- b) What is important to remember for a cover letter?

- A Write as much as possible.
- B Be professional.
- C Use a fancy font.
- D Include pictures.



2. Answer the questions with either TRUE or FALSE.

- | | | |
|--|------|-------|
| a) The layout of your resume can help hide problems. | TRUE | FALSE |
| b) You need to sign your cover letter. | TRUE | FALSE |
| c) Your grades are listed on a resume. | TRUE | FALSE |
| d) Write the hours you want to work on a cover letter. | TRUE | FALSE |
| e) Your address is on both a resume and cover letter. | TRUE | FALSE |
| f) Spelling isn't important on a resume. | TRUE | FALSE |

Preparing a Resume

3. Mariana has some gaps in her employment. How can she put this in a better light on her resume?

Graphic Organizer

4. Use the graphic organizer on page 12 to follow a resume template.

A resume is the most important key to finding a job. Don't know where to start? There are many free templates online. Different types of jobs may need a certain type of resume. If you haven't had a job before, don't worry! You can list skills that you have. Don't be shy! Now is a good time to brag. If you have won an award at school, add that.

A good resume is clear and easy to read. It is a good idea to save your resume on your computer. You can apply to jobs online. Every time you get a new job, add it. You should always have an updated copy. You will fill out the resume template on the next page. It is a great start to building your resume. You can change it to best suit your needs. You will do great!

Will You Hire Me?

It can be hard to find a job. You need a great resume. You must convince others why you are a good choice. Knowing what you're good at can be hard. It can be easier to find good things in others. This is true with someone you really like! Who do you admire?

Your task is to think of a fictional character. They can be from a movie. You can pick someone from a book. You can pick any character you like. They can even be an animal! Winnie the Pooh would be a great bee keeper! You will make a resume for them. Help them make some money!

Here are some things to think about:

- Where do they live?
- What are they good at?
- What kind of job would they like?
- What skills do they have?
- Where might they have worked before?



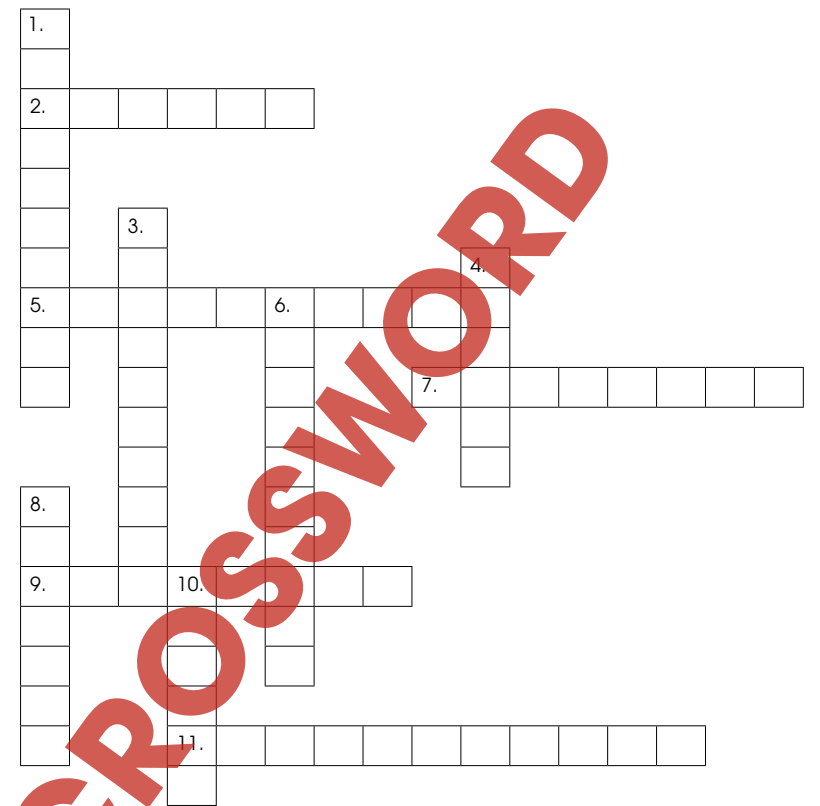
Use a resume template you know well. Feel free to make up information you don't know for sure. Use the right spelling. Keep a proper format and style. If you want to add to your work, make a cover letter. You can write it from the point of view of the character. Use your imagination!

<p>GENEVIEVE DUMAY 123 Main Street 123-456-7890 genevieve@email.com</p> <p>July 27</p> <p>Allan Eichhorn Midtown Electronics</p> <p>I am writing in regards to your retail salesperson position at Midtown Electronics. Please accept my enclosed resume along with this letter.</p> <p>I believe my qualifications and previous work experience are a perfect fit for this position.</p> <p>I am available for an interview at your convenience.</p> <p>Sincerely, Genevieve Dumay Genevieve Dumay</p>	<p>GENEVIEVE DUMAY 123 Main Street 123-456-7890 genevieve@email.com</p> <p>Objective To seek the retail salesperson position at Midtown Electronics.</p> <p>Work Experience The Book Loft Jan. - Sept. 123 Clean Oct. - present</p> <p>Qualifications • 3 years of customer service experience • Good communication and listening skills • Organizational skills</p> <p>Education • Wilton High School</p>
--	---

Crossword Puzzle!

Word List

appearance
cover letter
enthusiasm
ethics
experience
greeting
outreach
reputation
resume
traits
upgrade



Across

2. Your personality _____ can help you on the job.
5. Keep a clean _____ at work.
7. The charity had a great _____ program.
9. Use a pleasant _____ in an interview.
11. A _____ is put before a resume.

Down

1. Your _____ will spread.
3. Work _____ is put on a resume.
4. Always have an updated _____.
6. Build a good _____ by working hard.
8. A course is a smart way to _____.
10. Your _____ are how you live your life.

Comprehension Quiz

Part A

1. Choose the correct answer.

a) What is the most important thing to have when looking for a job?

- A A good handshake.
- B A resume.
- C A cover letter.
- D Volunteer experience.

b) What is the purpose of a cover letter?

- A To brag.
- B To introduce yourself.
- C To sell a product.
- D Get sponsors for your charity.

Part B

2. Answer the questions with either TRUE or FALSE.

- | | | |
|---|------|-------|
| a) Always dress your best for an interview. | TRUE | FALSE |
| b) You can be a bit late for an interview. | TRUE | FALSE |
| c) You should argue at work. | TRUE | FALSE |
| d) Keep your personal life private at work. | TRUE | FALSE |
| e) Be respectful of all your co-workers. | TRUE | FALSE |

Resume

VIENNA HURST

123 MAIN STREET
123-456-7890
VIENNA@EMAIL.COM

OBJECTIVE

To seek the line cook position at Hometown Diner.

OVERVIEW

Food service worker with fast food, retail and customer service experience. Organized and hardworking with training in food safety and handling.

EDUCATION

Florida State High School
Graduated with honors
Food Service Worker 2 year course
The Culinary Institute
Food Safety & Handling Course
February

WORK EXPERIENCE

Belaire Burgers Jan. - Aug.
Miles Pizza Palace Sept. - June

SKILLS

- Proficient cook
- Customer service
- Detailed and organized
- Hardworking and reliable
- Communication and people skills
- Comfortable standing for long periods of time
- Friendly and outgoing
- Neat, clean and professional appearance

VOLUNTEER EXPERIENCE

Florida Soup Kitchen March - May



Preparing a Resume

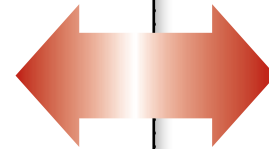
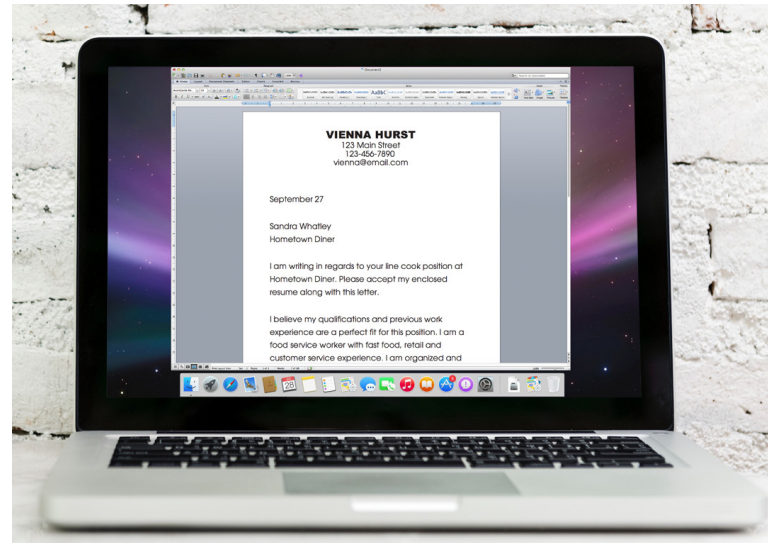
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1.

a) A

b) B

2.

a) TRUE

b) TRUE

c) FALSE

d) FALSE

e) TRUE

f) FALSE

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EASY MARKING ANSWER KEY





Preparing a Resume

The most important part of finding a job is a resume. Almost every job will want a resume. It is a summary of your skills and experience. It shows employers why you are right for the job. A resume is a professional document that everyone needs. You do too!

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GENEVIEVE DUMAY
123 Main Street
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genevieve@email.com

July 27

Allan Eichhorn
Midtown Electronics

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Genevieve Dumay

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123 Main Street
123-456-7890
genevieve@email.com

Objective
To seek the retail salesperson position at Midtown Electronics.

Work Experience

The Book Loft	Jan. - Sept.
123 Clean	Oct. - present

Qualifications

- 3 years of customer service experience
- Good communication and listening skills
- Organizational skills

Education

- Wilton High School

Resume

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Jan. - Aug.

Miles Pizza Palace

Sept. - June

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