

VOLUNTEER INSTRUCTIONS

Resume Building Activity

SETUP: Desks should be in 5 groups. In the center of each group, place a large baggie labeled “bad resumes,” a baggie of blocks, and a colored, blank resume board. (Place the board upside down on top of the two baggies so students don’t disturb them.)

Goal: Students will understand how to create a basic resume for their first job.

Introduce yourself and briefly share your career/education background.

Opening Remarks:

- How many of you know what a resume is?
 - *A resume is a brief account of a person’s education, qualifications, and previous experience, typically sent with a job application.*
- Why is a resume important?
 - *Think of a resume as a tool for marketing yourself. Many times, you send your resume before meeting the interviewer face to face. It is their first impression of you.*

Show the Resume Video. (4 minutes)

- In the first activity, students will watch a video about writing a resume.
 - The teacher should have a link to the video already downloaded onto a computer. If not, insert the flash drive in your bin into the computer.
 - Play the video.

Examine Bad Resumes.

- After watching the video, distribute the **Resumes** handout.
- Point out the side that reviews good and bad resume qualities (highlights from the video) and tell them they can use it for the next activity.
 - There is a typo in the 2nd bulleted item in the “bad” section. See if they find it
- Have someone from each group get the “bad resume” baggie that contains 5 laminated, bad resumes, 5 dry erase markers, and an eraser and distribute resumes and markers to group members. Have the groups figure out what’s wrong with each of the resumes. Some things will be obvious without even having to read the resumes, but others will require a closer look. They can use their handouts while they work. They can write on the resumes (or circle things) with the dry erase pen.
- As a class and using your teacher answer key, have students share what they found wrong with each resume. Start with everyone looking at #1 and discussing, then #2, etc. Or, you can do each resume one at a time and then discuss as a whole group before moving on to the next one - whichever you prefer. Follow up with the information from your answer key.
- PLEASE have students use their eraser to remove all marks from all 5 resumes. They should then put the resumes, 5 pens, and the eraser back in the large baggie.

Resume Content

- Looking at the other side of their handout, point out the basic parts of a resume for a first job. Students SHOULD NOT be writing down their details yet – they can do this at a later time.
 - **Your personal information:** Name, home address, phone and email. Review the information in the box.
 - **Work and volunteer experience.** Review the information in the box. Ask for an example of volunteer or work experience from one student.
 - **Extracurricular activities and achievements.** Review the information in the box. Ask for an example of something they may want to put in this area of the resume. IE: first chair in band, scouting achievements, team captain.
 - **Education and academic achievements.** Review the information in the box.
 - **Personal qualities.** What are some positive personal qualities that you might include? IE: dependable, willing to learn new things, prompt, easy to get along with.
 - **References.** Review the information in the box. Give examples of good references: coach, music teacher, math teacher, church leader, etc.
- Students may keep this handout to use for reference when they write a resume.

Resume Building:

- Tell the students that they will work with their group to create a resume using blocks. Their name in this activity is **Devon Harrison**.
- Have someone from each group get the baggie of blocks **and give a few blocks to each student** in the group. This is so that everyone participates. They should also flip over the resume board.
- It is their job, as a team, to develop the best resume using the blocks given to them.
- There are **8** blocks that have poor examples and do NOT belong on the resume. The students should put those to the side and not use them.
- They have **about 10 minutes** to look at all the blocks and build their best resumes on the poster.
- When a group thinks they have their resume built correctly, have them raise their hands.
- Using your answer sheet, check the team's answers and correct them if necessary.
- Show the laminated copy of Devin Harrison's resume so that they can see a copy of a GOOD resume.
- If time allows, discuss with the whole group why the blocks not used are items that should not be on a resume, as shown on page 2 of the resume answer key.
- Students should return the 25 blocks to the baggie. Both baggies and the resume block board (upside down) should be returned to the center of the desks for the next group.

If there is time remaining, have them start writing their own resume on the handout.

Closing/Talking Points:

Remind the students that everyone who applies for a job will need a resume. Even if you're a teenager going for your first job, a resume will help you to stand out from other applicants.

Remind the students to take the blank resumes along with them and share with their parents and complete them at home. Ask them to keep it in a safe place and update it as things change in their lives.

End of Day Clean-Up Checklist – Place the following back in the bin:

- **Sets of blocks - 25 blocks of each color per set (5)**
- **Resume block sheets - laminated (5)**
- **Large “Bad Resume” baggies, each containing the following: (5)**
 - **5 laminated bad resumes**
 - **5 dry erase markers**
 - **1 eraser**
- **Resume Video Flash Drive (1)**
- **Volunteer Instructions Folder**
 - **Bad Resumes Teacher Answers (1)**
 - **Resume Building Answer Key (1)**
 - **Resume Block Photo (1)**
 - **Devon Harrison Sample Resume (1)**
 - **Recap Question Card (1)**
 - **Finale Question Card (1)**

- **Thank the teacher for allowing JA in their classroom today.**

- **Return Bin and green vinyl pocket chart to JA staff in hospitality area.**

Smile. You made a difference today!

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