

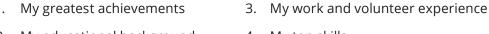
Lesson Objective

In this lesson, you will learn how to write a resume in English. Your resume represents your achievements and qualifications. It speaks for you until you meet your potential employer. You'll learn the important parts to include in a resume as well as the parts to leave out.



A. Writing

Choose one of the following four topics.
Write for five minutes in the space below or in your notebook.







Did You Know?

The word "curriculum vitae" is another word for resume. This is usually shortened to CV.

Resume is sometimes spelled with one or two accents: résume, resumé, résumé.



Writing in English

Warm-Up cont.

A. W	ritin	g cont.		
Match	thes	e words to their correct def	finitio	ns.
	1.	curriculum vitae	a)	an occupation that one has for a long period of time
	2.	qualification	b)	a document that summarizes one's skills and qualifications, aka CV
	3.	career	c)	describes a type of resume that highlights abilities over experience
	4.	keyword	d)	a word (usually a noun) related to a specific field or topic
	5.	objective	e)	overused and outdated, a word or expression to avoid using
	6.	bullet point	f)	long and detailed
	7.	functional	g)	describes a type of resume that highlights job experience in a timeline
	8.	chronological	h)	one of a series of short form notes placed under a heading
	9.	potential	i)	a person who is seeking someone to hire
	10.	recruiter	j)	possible in the future
	11.	cliché	k)	an ability or skill that one has earned or learned
	12.	extensive	l)	the main purpose



Planning a Resume

A. Keywords

Before you write or edit your existing resume, make sure you know what type of job you are applying for. Identify at least ten nouns that are related to this job. Keywords include industry words, technology words, and product names. The keywords in the job description should be in your resume. This makes it searchable by recruiters and job search engines.

B. Header

At the top of your resume, include the following contact information:

- full name
- email address
- · mailing address
- phone number

Note:

You may also want to include one or two social media accounts, such *LinkedIn* and *Twitter*.

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Task 1

Identify a career or job that you are interested in.
Write ten keywords (nouns) that are related to this career or job.

Job:		
Keywords:		
1	6	
2	7	
3	8	
4	9	
5.	10.	

Task 2

Write down all of the contact information that you want to include in the profile section (header) of your resume.

Full Name	
Email Address	
Mailing Address	
Phone (or Cell) Number	
Social Media Accounts	



Writing in English

Planning a Resume cont.

C. Summary

Beneath your contact information, add a career summary. This includes a sentence about your career objective. It may also include a few bullet points about your top qualifications and skills. Keep it short and use keywords. Here is an example of a career summary.*

Example:

Trained chef with three years catering experience seeking full-time position in a fine-dining establishment in the Muskoka region.

- · graduate from Best Chefs Cooking School
- · specializes in French cuisine and desserts
- patient, thorough, good-natured, energetic

*Note:

A career summary takes the place of an "objective statement," which many recruiters consider outdated.

Task 3

for the career or job you identified in Task 1.			
for the career of job you identified in task 1.			







Planning a Resume cont.

D. Format

There are two standard resume formats to choose from.

Think about which one makes more sense for you at this point in your life.

Each type of resume includes a summary at the beginning.

Type of Resume	Notes
Functional	This type of resume is also called a <i>skill-based resume</i> . It highlights your abilities first and then your job experience.
	A functional resume is ideal for students as well as people who are ready to change careers or who have wide gaps in their work experience.
	This type of resume lists your work experience first. Education and other skills come after work experience.
Chronological	List your work experience in point form from most to least recent (reverse-chronological). If your work experience is extensive, do not include every job and position.

Task 4

Fill in the blanks with the information that you will need to include in either type of resume. You will decide which type of resume is best for you later in this lesson.

Skills include personal and job-related skills	Education & Achievements include honours and awards	Experience include work and volunteer experience



Writing in English

Planning a Resume cont.

E. References

It is unnecessary to include your references in a resume. It is necessary to have a reference page ready in case a potential employer asks you for it. Adding the note "References available upon request" to your resume is considered cliché by some recruiters.

Prepare a list of references on a separate page from your resume, and bring it to every interview. Double-check the phone numbers and email addresses.

Note:

Don't forget to ask permission from the people you want to use as references. It's also a good idea to give them a copy of your resume in case a potential employer calls for a reference.

Task 5

Who can provide a good personal or professional reference for you? Typical references include former bosses, teachers, coaches, and colleagues. Prepare a typed list of three or four people. Include contact names, workplaces, titles, and contact information (email and phone number). Use the space below to come up with ideas.

Example:

REFERENCE FOR MARK KING

Kate Stone Human Resources Manager Success Tutoring Service Inc. katehr@successtutoringinc.com (604) 449-8901

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Resume Dos & Don'ts

A. Resume Don'ts

CLICHÉS ETC.

Do not...

- list every job you've ever had if you have a lot of work experience
- list your secondary school(s) if you also have post-secondary education
- · use an inappropriate email address
- use the first person (I, my, me)
- · add a picture of yourself
- use a fancy font or formatting
- · attach your resume to an email
- forget to spell-check
- include a list of hobbies*

Task 6

Below are some examples of what NOT to do on a resume. Identify the problem with each example.

- 1. Please find my resume attached to this email.
- 2. I am a hardworking sales clerk.
- 3. oversaw lemonade stands
- 4. cuteguytony@yahoo.com
- 5. gradutate of Millford College
- 6. enthusiastic team player

*Note:

It's okay to add one or two interesting facts about yourself to make your resume stand out. For example, you might include your golf handicap in your achievements. Don't add a list of hobbies or include childhood experiences.

Resume Clichés

Here are a few overused words and phrases to avoid using on a resume.

- · team player
- problem solver
- good communicator
- go-to person
- strong track record
- good organizational skills





Resume Dos & Don'ts cont.

B. Resume Dos

POWER WORDS

You have already learned the importance of keywords (nouns). These are the most important words in your resume. You should also use powerful verbs and adjectives. Some of your power words will be job-dependent.

10 Powerful Verbs

advanced

coordinated

- collaborated
- maximized
- implemented
- launched
- · pioneered
- represented
- secured
- spearheaded

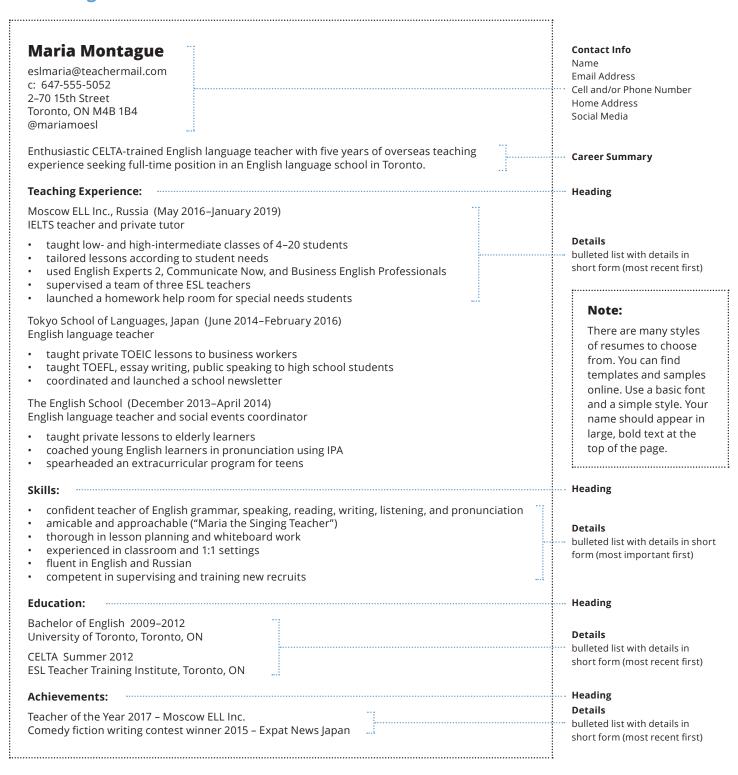
10 Powerful Adjectives

- amicable
- attentive
- diligent
- disciplined
- enthusiastic
- flexible
- thorough
- productive
- prompt
- · resilient



Sample Resume

A. Reading





Sample Resume cont.

B. Reflection

Is the resume in Part A functional or chronological? Why do you think Maria chose this type of resume? How would you change it into the other format?

Comprehension

What have you learned so far?
Answer and discuss these questions in pairs or as a class.

- 1. Why is it important to use keywords in a resume?
- 2. What goes directly beneath the contact information on a resume?
- 3. What is the difference between a functional resume and a chronological resume?
- 4. What are two things you should NOT do on a resume?
- 5. Name two powerful verbs and adjectives to use on a resume.

Vocabulary Review

Complete the sentence in the chart with a word or phrase from page 2. In the last column, indicate the part of speech.

#	Sentence	Part of Speech
1	I don't have the necessary for that job.	
2	Under each heading, list a few	
3	Please list your job experience in reverse order.	
4	I sent my resume to a employer.	
5	Don't use the word "team player." It's a	



Write Your Own Resume

A. Writing

Find a job ad that interests you and write a resume with this job in mind. Plan your keywords, summary, and format before you type your resume. Refer to the sample on page 9 as well as other samples that you can find online. Prepare a page of references to go with your resume.

B. Proofreading

After you write your resume, save it as a "draft." Don't send or deliver it yet. Come back a few days later and read the document out loud to yourself. Fix any mistakes you see and run a spell-check program through it.

Review the resume checklist and make any necessary changes. Then ask a classmate or teacher to proofread your document.

Resume Checklist

Did I include all keywords that employers or search engines will look for?
Did I include a header with necessary contact information, and is it correct?
Did I add a career summary beneath my header?
Did I choose a format (chronological/functional)?
Did I include skills, work experience, education, and achievements?
Is there something that stands out about me?
Do I have a page of references available?
Did I use a simple, clean format?
Did I proofread and check spelling?
Did I ask a friend or teacher to proofread my resume?

Are you ready to start applying for jobs? Print your resume and page of references. You may also need a cover letter.