

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.

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. _____ |

B. Header

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

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

Task 2

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

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

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

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	<p>This type of resume is also called a <i>skill-based resume</i>. It highlights your abilities first and then your job experience.</p> <p>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.</p>
Chronological	<p>This type of resume lists your work experience first. Education and other skills come after work experience.</p> <p>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.</p>

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

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

1. _____

2. _____

3. _____

4. _____

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

Maria Montague
 eslmaria@teachermail.com
 c: 647-555-5052
 2-70 15th Street
 Toronto, ON M4B 1B4
 @mariamoesl

Enthusiastic CELTA-trained English language teacher with five years of overseas teaching experience seeking full-time position in an English language school in Toronto.

Teaching Experience:

Moscow ELL Inc., Russia (May 2016–January 2019)
 IELTS teacher and private tutor

- taught low- and high-intermediate classes of 4–20 students
- tailored lessons according to student needs
- used English Experts 2, Communicate Now, and Business English Professionals
- supervised a team of three ESL teachers
- launched a homework help room for special needs students

Tokyo School of Languages, Japan (June 2014–February 2016)
 English language teacher

- taught private TOEIC lessons to business workers
- taught TOEFL, essay writing, public speaking to high school students
- coordinated and launched a school newsletter

The English School (December 2013–April 2014)
 English language teacher and social events coordinator

- taught private lessons to elderly learners
- coached young English learners in pronunciation using IPA
- spearheaded an extracurricular program for teens

Skills:

- confident teacher of English grammar, speaking, reading, writing, listening, and pronunciation
- amicable and approachable (“Maria the Singing Teacher”)
- thorough in lesson planning and whiteboard work
- experienced in classroom and 1:1 settings
- fluent in English and Russian
- competent in supervising and training new recruits

Education:

Bachelor of English 2009–2012
 University of Toronto, Toronto, ON

CELTA Summer 2012
 ESL Teacher Training Institute, Toronto, ON

Achievements:

Teacher of the Year 2017 – Moscow ELL Inc.
 Comedy fiction writing contest winner 2015 – Expat News Japan

Contact Info
 Name
 Email Address
 Cell and/or Phone Number
 Home Address
 Social Media

Career Summary

Heading

Details
 bulleted list with details in short form (most recent first)

Note:

There are many styles of resumes to choose from. You can find templates and samples online. Use a basic font and a simple style. Your name should appear in large, bold text at the top of the page.

Heading

Details
 bulleted list with details in short form (most important first)

Heading

Details
 bulleted list with details in short form (most recent first)

Heading

Details
 bulleted list with details in short form (most recent first)

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.*