

Resume, First Electronic Draft

Due: 4th period: Thursday 10/22/20, midnight

3rd & 7th: Friday 10/23/20, midnight

Project Make is in the Career Technical Education Department here at Analy. As part of preparing you for a career someday we are going to create a resume. Typically when you apply for a job most potential employers ask you for a resume. It's a way for you to present yourself in the best light possible.

Some of you may already have a resume. That's great. Get it, make a copy of it, edit it to make sure it is up to date, and turn it in for this assignment. (Please review my requirements below to make sure your resume is complete before you turn it in.) If you made a resume for my class or another class and you still have access to it in Google Docs, open it, then choose "Make a copy..." under the File menu in Google Docs. You do not need to ask me or any other teacher for permissions to edit your old resume; just make a copy and edit away.

If you do not already have a resume, great news: I made a template (attached to this assignment in the Google Classroom.) Open the template, and fill it out neatly and accurately.

Why make a resume? Ultimately it's about getting a job. Your goal is to present yourself in the best possible light to someone considering hiring you. You will list skills, work and/or volunteer experience, and other information that would make someone want to hire you.

Requirements:

1. I give you a template to use. Please use the template I give you and work on the resume in Google Docs (unless you already have a resume, in which case, read the notes above.)
2. Open the template I attached to this assignment in the Google Classroom. Choose "Make a copy" from the File menu. Rename the file from "Copy of 2020 Resume Template" to "yourname resume draft 1" where "yourname" is your first and last name.
3. Keep your resume to a single page if at all possible. Most high schoolers should be able to fit everything on one page.
4. Up top please use a personal email, not your school email. Ideally you have a professional email address. By professional email I mean an email that is not your school email that would be appropriate for a potential employer to email you on. (For example, 'HotCaliBoi2020@gmail.com' is fun, but not entirely professional. If you don't an appropriate personal email yet, please create one for free (Google, Comcast, Yahoo, etc.) and put it in the resume.)
5. The template uses the following objective: "To obtain a part-time job while pursuing my education" You may change the objective if you want to, but this will work for most high school level jobs. Imagine that you're trying to get a job this coming summer, or a part time job over winter break, that's what this is for, not for getting a full time job after college.
6. Be honest about things. This should be something you COULD actually use to try to get a job.
7. If a part does not apply to you remove it. Read through your resume when you think you are done and remove anything that is a note from Mr. Hays.

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8. There are six sections in the template:

- a. **OBJECTIVE:** for the most part, leave this as I put it. If you have something more appropriate and you know what you are doing, go ahead and change this.
- b. **SUMMARY OF SKILLS:** this part is where you might say "Punctual, Hardworking, Respectful, Good with people, Skilled and power tools such as weedwacker, mower, and chainsaw." Of course, you need to come up with skills that are appropriate for you.

Be consistent with the type of things you are listing. For example:

- On time
- Responsible
- Hard-working

work great together. Here are some things that do not all go together:

- I am always on time
- I take great care to be responsible and accurate
- Hardworking

These do not go together great, because they are not the same type of expression. Do you see how "Hardworking" doesn't follow the pattern of the other two? It's up to you how you organize things, it just makes you look more organized and competent if your items flow together well.

- c. **EDUCATION:** No need to go back to before Analy, unless you are a 9th grader and you want to talk about something from middle school. I put the date range on the Analy line to match our current freshmen. If you are in a different grade, change the expected end date. Include your GPA if it is 3.2 or higher; if not, remove that line. You can optionally include "relevant coursework" which would be for example that you were learning digital vector drawing if you were applying to work at an architecture company or that you are in Spanish 3 if you are applying for a job where knowing Spanish would be helpful. If you can't think of any relevant coursework, remove that line.
- d. **WORK EXPERIENCE:** Here where you list former jobs. If you have never had a paying job, that's OK. You hopefully can find some responsible things that you have done (taken care of pets, watering the neighbor's yard, babysitting kids, volunteering at a summer camp, etc.) You would list each different thing as a separate company, even if it was your own family or a neighbor. Each of these listings needs a start and end date (these can be vague, like "Summer 2019" or "June through July 2019".) The template has sections for two companies. You can copy these if you need more, or remove one if you only have one. Everyone needs something here, so you will want to figure out something you have done for someone that you can "brag" about, in other words, something that shows that you might be able to be an employee. (It can even be "Clean room weekly, do family dishes five nights a week, do laundry, babysit my little brother.")
- e. **AWARDS OR ACHIEVEMENTS:** This is only if you have anything like this, otherwise, remove this section. If you're a 9th or 10th grader, I think it would be fine to bring up any middle school awards you may have received in the 8th grade.

- f. **SPECIALIZED SKILLS:** This is only if you have something to say here. For example, if you were good at fixing gas powered equipment, or you are a great cook, or you play varsity football or volleyball, or you speak another language fluently, you could list that here.
 - g. References available upon request: this line nearly always should be the last line of any resume. If a potential employer asks you for references you give them the name and contact info for people who you used to work for or people who know you (who are not your parents or relatives or friends) who can say good things about you. You don't have to come up with this list here and now, but please leave this line in the resume at the bottom.
9. Make sure it all fits on one page, unless you've had a ton of jobs and you have to talk about all of them. Less is more with a resume, especially at your age in most cases.

If you need help speak up. Do the best that you can do make something that you believe you could use to help you get a job. Outside of class you can talk to a relative, friend, or neighbor for advice.

If you've never had a job before, here are some skills you may have that you hadn't thought of:

- Things you have done to help around the house
- Things you have done to help neighbors or family members
- Are you responsible for pets or animals?
- Can you describe some skills you have learned in school (Project Make?) or another class that could be applicable to a job?

If you feel stuck and want another take on this, feel free to google "tips for writing a good resume" and review some of the results. I found the following doing this, and it has great advice:

<http://www.dailywritingtips.com/resume-writing-tips/>

I know it can be hard to write a resume if you have never done this before, especially if you have not held a formal paying job before. From my perspective, though, you are in high school now, which means you should be able to pull this together and present yourself.

Throughout your resume I need you to tell the truth. Sure, you want to present yourself in the best light possible, but you also need to be honest and accurate. Do not exaggerate or invent things. While you are creating this resume for a class, you might actually end up using it (or a revision of it) down the line when applying for a real job. I will be reading these and grading them. Check your spelling, use proper grammar, spelling, and punctuation, and try to make it look great.

When you're happy with it, turn it in on the Google Classroom. We're calling this the first draft. If it's perfect, you could be done with this entire assignment. If I see issues, you will make a second draft later.

To get full credit (10/10) turn your draft in by Thursday 10/22/20 midnight (4th period) or Friday 10/23/20 midnight (3rd & 7th periods), use the template, keep everything to one page, use a professional email, and see above for other requirements. If you turn it in late you will receive partial credit.