Resume, First Electronic Draft, due Thu 10/19, Fri 10/20 by the end of the period

Project Make is in the Career Technical Education Department here at Analy. As part of preparing you for a career you 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. Again, update it, make sure you satisfy all of my requirements and that's current, and turn that in. Don't ask me ask me or any other teacher for permissions to edit your old resume; just open it in Google Docs, 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. You may need to get information from home or from your parents, etc. That's why this is not due until the end of the week. Write yourself a note, get the info you need, then come back next class and crank this thing out.

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. Every year I have students tell me they used their resume that they made in this class to get a real job. This is something that you can use in your real life.

I give you a template with places to put all key information.

Requirements:

1. 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 2022 Resume Template" to "yourname resume draft 1" where "yourname" is your first and last name.

3. Keep your resume to a single page unless you have had several jobs or other content that prevents you from keeping your resume on a single page.

4. Put a personal and professional email up at the top. 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, I don't believe 'HotCaliBoi2024@gmail.com' is professional. If you do not have a personal email, you may use your school email, but you might consider creating a free personal email account, you're in high school after all, it's going to be something you want down the line.

5. Use the following for your 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, that's what this is for, not for getting a 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.

8. When you are filling out a bullet list, try to be consistent with the type of things you are listing. For example:

   - On time
   - Responsible
   - Hard-working

   work great together. See next group for some that do not.

   - 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?

Speak up if you need help.

Do the best that you can do make something that you believe you could use to help you get a job. Talk to a classmate, see what someone else who has never had a job before is writing to see if that gives you any good ideas. Talk to people at home to get ideas if you are stumped as to what your positive qualities are.

If you've never had a job before, here are some skills you may have (choose what works for you):

- Things you have done to help around the house such as chores
- 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 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, try to use proper grammar, spelling, and punctuation, and try to make it look great.

When you have it as good as you can make it, turn in the electronic version to the Google Classroom.

To get full credit (20/20) turn your draft in by Thursday/Friday end of class, use the template, keep everything to one page, and see above for other requirements. If you turn it in late you will only receive partial credit.