

Student Name: _____

Teacher Name: Mr. WestmorelandClass Name/Subject: Economics

Period: _____

Assignment Week #: 4

Getting a Job

One of the first steps in seeking employment is preparing a resumé. A resumé is a professional advertisement about yourself that translates what you have done in the past into what you can do for a new employer. Most job seekers should keep their resumé to one page. But how do you sum up all your abilities on one page? This exercise will help you learn how to draft a resumé.

CONTENTS OF A GOOD RESUMÉ

Read about the sections that are usually included on a resumé and answer the questions that follow.

Heading: The heading identifies you and tells the potential employer how to contact you. It should include your name, address, phone number, and email address.

Objective: The objective tells an employer which position you are seeking.

Education: This section includes school(s) attended, diplomas or degrees earned, and honors and awards received.

Work History: The work history section tells your employer the positions you've held and responsibilities you've had in paid employment and volunteer activities.

Affiliations/Interests: This section is optional but may include membership in clubs or professional societies.

References: The references section should include a statement saying references are available upon request. Do not include the names of your references on your resumé.

1. Which part of the resumé should include your part-time and seasonal jobs?

2. Assume you want a job as a junior web designer for a local technology firm. In which part of your resumé should you indicate this?

3. Suppose you are vice president of the Debate Club and a member of your school's basketball team. Where will you put this on your resumé?

4. Which part of the resumé tells a potential employer how to contact you?

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BRAINSTORMING THE CONTENTS OF YOUR RESUMÉ

As you've learned, a resum  should be brief—generally one page. Therefore, every word counts! You will probably need to draft several versions of your resum  before it is in its final form, so don't try to write the final version in one sitting. It is also very important that you use correct spelling, grammar, and punctuation. Have someone proofread it before submitting.

5. Objective Statement One part of your resum  that many employers will pay special attention to is the objective. The objective tells an employer what position you are seeking and can contain up to three parts:

- the level of the position, such as “internship,” “part-time,” or “entry level”
- the skills you hope to use in that position and/or the position title
- the field or industry in which you hope to work

Here is an example of an objective statement:

An entry-level position as a program coordinator in a nonprofit organization

Think about the kind of job you would like to have right now. Write an objective statement that concretely explains to a **potential** employer what kind of job you want. *2 – 3 sentences on a separate piece of binder paper or a Word document.*

6. Work History This section should show employers what you have accomplished in the past. Begin by listing every job you have had in chronological order. Include all part-time jobs, seasonal jobs, and volunteer positions you have had, and don't forget to include the dates for each. Use an additional sheet of paper if necessary. *2 – 3 sentences on a separate piece of binder paper or a Word document.*

7. Next, for each job, give a brief description of the responsibilities you had and what you achieved. Always use action verbs!

Example: You might describe your responsibilities as a department store sales clerk as: *Advised customers about newly available clothing collections and conducted accurate sales transactions.* Your achievements might include: *Top-selling sales clerk for August 2017.*

Write a brief description of the responsibilities and achievements of one of the positions you listed in Question 6. *2 – 3 sentences on a separate piece of binder paper or a Word document.*

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RESUMÉ DRAFT

8. On a separate piece of binder paper or a Word document, use this model to write a full draft of your resumé. Use the information and techniques from the previous two pages to help you write it. **Handwritten submissions should be extremely neat, legible and use correct grammar and spelling. Your resume should be no more than 1 page long.**

OBJECTIVE

EDUCATION

WORK HISTORY

AFFILIATIONS/INTERESTS

REFERENCES

References available upon request.