



Early Childhood Professions II Virtual Learning

Resume Writing

April 30, 2020



ECPII

Lesson: April 30. 2020

Objective: Student will be able to create a resume.

Standard: 4.1.5

Activity & Directions: Read through the slides and then create your own resume. Use this tool to help you recognize your strengths <https://agilities.org/awp>. Here are some [sample resumes](#).

The only place
where success
comes before
work is in the
dictionary.

Donald Kendall

QuotePixel.com

Introduction to Resumes

Ambition
is the first
step to
success.
The second
step is
action.

kushandwisdom.tumblr.com

IF YOU
DON'T BUILD
YOUR OWN
DREAM,
SOMEONE
ELSE WILL
HIRE YOU TO
HELP THEM
BUILD THEIRS.

KUSHANDWISDOM.TUMBLR

“Putting your best foot forward.”

THE HUSTLE
IS WHAT DREAMS
ARE MADE OF.

@HBRMETHOD

WHAT IS A RESUME?

A Personal Brand



RESUME TIPS

Make an Outline. Make a quick list or outline of all possible experiences, paid and unpaid, to include in your resume before you try to find the right language to describe them.

Include Informal Work Experience. If you have formal paid work experience, certainly include it. Otherwise, you can include informal work like babysitting, pet sitting, lawn mowing, shoveling snow, or anything else you've done to earn money.

Include All Your Activities. Since most high school students haven't held a lot of jobs, it is important to draw upon all aspects of your life which show you have the right character, work ethic, skills, and personality to succeed in a job. Mention your extracurricular activities, volunteer work, academics, and athletic pursuits. If you held any sort of leadership positions in these roles (such as secretary of a club or team captain), be sure to note this. For each item, include a bulleted list of your responsibilities and accomplishments.

RESUME TIPS

Promote Your Attitude and Performance. Employers will be most interested in your work habits and attitude. They don't expect you to have a lot of experience. If you have perfect or near perfect attendance and are punctual for school and other commitments, you might include language like "Compiled a perfect (or near perfect) record for attendance" when describing an experience. If supervisors, teachers, or coaches have recognized you for a positive attitude or outstanding service, mention it in your description of the activity.

Mention Your Achievements. Employers look for staff who have a history of making positive contributions. Review each of your experiences and ask yourself if there are achievements in class, clubs, sports, or the workplace that you can include. If so, use verbs like enhanced, reorganized, increased, improved, initiated, upgraded, or expanded to show what you accomplished. Include any challenging advanced academic projects since this shows employers that you are intelligent and a hard worker.

RESUME TIPS

Include Resume Skills. It's always a good idea to include skills related to the jobs for which you are applying. You probably have many skills that you can include that you acquired in school, sports, youth groups, extra-curricular activities, or volunteering.

Use Action Verbs. Use active language when describing your experiences so you are portrayed in a dynamic way. Start the phrases in your descriptions with [action verbs](#) like organized, led, calculated, taught, served, trained, tutored, wrote, researched, inventoried, created, designed, drafted, and edited.

Keep it Short. Your resume doesn't need to be any longer than a page.

Include Your Name and Contact Information. Make sure the employer knows how to get in touch with you.

List experience from most recent to least recent. In other words, list your most current job and then list past jobs in order from most recent to least recent.

Proofread Your Draft. Review your draft very carefully before finalizing your document and make sure there are no spelling or grammatical errors. Ask your guidance counselor, parents, or a favorite teacher to critique your resume.