

# Career and Technical Education

## Grade 8: Digital Applications Course

### THE JOB SEARCH

Topic: *Writing the Résumé*

#### Students will:

1. Develop skills to locate, evaluate, and interpret career information.
2. Demonstrate employability skills such as problem solving and organizational skills and the importance of entrepreneurship.

**Objective:** Students will identify the different elements that are needed in a résumé and will practice writing a résumé in a format designed for someone with minimal work experience.

#### Materials:

- Handout - Résumé Checklist
- Handout - Writing Tips
- Handout - Sample Résumé – Middle School – Minimal Work Experience (blank and completed sample)

#### Student Activity Description :

##### 1. Introduction:

Can you put everything about yourself - your life story - on a single sheet of paper? You probably will have to do that at some point in your life. A résumé is a piece of paper that tells a prospective employer who you are, what you've done, and why they should hire you. Some businesses just want a completed application but the résumé brings extra attention to the application. For many jobs, you'll probably need a résumé. The information you need to complete a job application is similar to that of a résumé .

Remember that an employer doesn't need to know absolutely all there is to know about you. They need to know that you have the skills, knowledge, and personality traits needed for a particular job. Can you pick out which of your many skills are most important for different positions? Can you present them in such a way that the prospective employer can quickly and easily evaluate your qualifications?

##### 2. Write your own résumé. (All student are to do this on the computer or paper)

Put everything you have learned (in school, in extracurricular activities, in volunteer or paid jobs) into a few short paragraphs that would convince a prospective employer to hire you. Write down everything you can think of about yourself. List every job you've ever done (real jobs, household chores, extra jobs at school such as hall monitor, line leader, or crossing guard.) List education –

schools, grades, special classes. List your extracurricular school activities (sports teams, band, clubs, debate team). List your activities outside of school (camping, skateboarding, volunteer work). List any awards you've won, honors you have received, or special recognition.

3. While there are a number of formats that can be used for a résumé, the **sample résumé** will be used since students have little work experience.

4. Using the **Résumé Checklist**, list the major components of your résumé. Mark out any components you wish to omit from your résumé. Organize your personal information in chronological order, functional, or other appropriate form.

5. Write an **objective** for your résumé. Even if you do not plan to use a Job Objective in your résumé it will help you decide what information is needed and what can be safely omitted based on what you hope to achieve.

#### **Evaluation:**

Students will be evaluated on how well they used the criteria listed in the Résumé Checklist to present themselves and their experience on their résumé.

#### **Résumé Checklist & Writing Tips**

Include the following in your resume from this sample resume list.

**Use the sample as a guide only. Use your own information to create your actual document.** Sample Resume – Middle School – Minimal Work Experience.

- First Name – Last Name
- Address
- City, State Zip
- Home phone:
- Cell phone:
- E-mail
- Education
- Work Experience
- Achievements
- Volunteer Experience
- Interests / Activities
- Computer Skills

## **Sample Resume – Middle School- Minimal Work Experience**

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Jane Doe  
6 Blue Street, Norfolk, Virginia 23504  
home: 904.555.5555  
cell: 566.486.2222  
email: studentiam@fakemail.com

### **Education**

\_\_\_\_\_Middle School  
Norfolk, Virginia

### **Work Experience**

#### **Pet Sitter**

2018 – Present

- Provide pet sitting services including dog walking, feeding, and yard care.

#### **Child Care**

2019 – Present

- Provide child care for several families after school, weekends and during school vacations.

### **Achievements**

- National Honor Society: 2017, 2019
- Academic Honor Roll: 2016-2020

### **Volunteer Experience**

- Big Brother/Big Sisters
- Food Drives
- Run for Life

### **Interests/Activities**

- Member of My Town Tennis Team
- Girl Scout
- Piano

### **Computer Skills**

- Proficient with Microsoft Word, Excel, and PowerPoint