

Lesson Four: Essential Résumé

One of the most important tasks in your career search is writing a resume. Unfortunately, many people don't see the value of creating anything more than just a document that lists their work history. On top of that, in the digital age, not only does your resume have to appeal to the employer, it has to be optimized to be read and used digitally. This lesson will provide you with the knowledge to create resumes that are not only professional, but relevant.

STANDARDS ALIGNMENT

North Carolina Career Development Coordinator Standards:

- Standard IV.b. Help students develop global employability skills

North Carolina Guidance Essential Standards:

- I. CR.2.2 Apply job readiness skills to seek employment opportunities and related academic opportunities.
- I. CR.3.1 Demonstrate how to write an effective résumé and how to use a résumé in a job search.

ISTE Standards

- Creative Communicator 6.d Students publish or present content that customizes the message and medium for their intended audiences.

North Carolina Community College System College and Career Ready Adult Basic Education Standards

- T.6 The student will demonstrate an ability to utilize internet and other telecommunication resources.

Workforce Development Standards

- 20 CFR Parts 676, 677, and 678: Workforce Innovation and Opportunity Act is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy. Programs are based on eligibility.

STUDENT OBJECTIVES

At the close of the lesson, learners will be able to say... I can:

- Explain what a resume is and how and why they are used.
- Name at least three types of resumes and the purpose of their format.
- Identify three types of information that should be included on a resumé
- Define and identify transferable skills.
- Identify the resume type needed for the position and/or submission method.

MATERIALS NEEDED

- Computer, projector, internet access, YouTube access
- Worksheet

DELIVERY SUGGESTIONS

Suggestion: break info into sessions and allot time to create/revise personal resumé. Arrange room in groups of four, with computer access. Maximum number of participants: 16-20.

The following lesson is appropriate for:

- high school students
- adult learners

INSTRUCTIONS

1. Why do you need a resume? In today's competitive market of professional jobs, a resume is usually a base requirement for moving forward in the interview process. A good resume will immediately display to employers why the candidate is a good fit. Here are some reasons why you need a resume to get your next job:

- A resume outlines your relevant skills and experience
- Displays the benefits you offer employers
- Grabs the attention of employers
- Matches you to the position
- Can lead to an interview

2. What type of resume (format) should I have?
Layout content: <https://tinyurl.com/rsmlayout>
Chronological, Functional, Combination: <https://tinyurl.com/rsmcombo>
Creative: <https://tinyurl.com/rsmcreative>
3. What is an ATS? <https://tinyurl.com/beatATS>
4. Pick a format and decide what information to provide:
<https://tinyurl.com/planlesson101>
5. Complete resume
6. Provide feedback and revision time.
7. Refer back to **I can** statements. Ask participants to respond with a thumbs up or down if they agree or disagree the objective was met.
8. Refer participants to evaluation link below under for feedback:
<https://conta.cc/3Cx9sSO>

LESSON CONTRIBUTOR

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