

Lesson Plan #2

Title: Creating a Resume and Reference Page

Objective: Students will create a resume and reference page using a Microsoft template.

Materials: Blank Resume Form, Sample Resume, Blank Reference Form, Reference Sample and Resume Writing Rubric

Equipment: Computers, Printer, Projector, Document Camera

Procedures:

- I. Introduction
 - a. Introduce students to resumes
 - b. Hand out the sample resume form to students

- II. Putting together a resume
 - a. Go over the sections of the resume
 - i. Use the blank resume form (you may want to also give out the sample one)
 1. Resume sections include:
 - a. Name and contact information
 - b. Objective (i.e. Seeking an entry level position in the _____ industry
 - c. Skills and Abilities
 - d. Experience (include volunteer experience)
 - e. Education
 - f. Communication (OPTIONAL)
 - g. Leadership (OPTIONAL)
 - h. References- DO NOT INCLUDE THIS SECTION ON THE RESUME- Students will do a separate sheet

- III. Putting together a reference page
 - a. Go over the sections of the reference page
 - i. Use the blank reference page to go over the parts (you may want to also give out the sample one)
 1. Reference page sections include:
 - a. Contact information
 - b. Referenced individual information
 - i. Name
 - ii. Title
 - iii. Company/organization
 - iv. Address
 - v. Phone number
 - vi. E-mail

- ii. Remind students to ask for permission from people who are being referenced above.
- IV. Have students work on the resume on the computer
 - a. Have students go to: <http://office.microsoft.com/en-us/>
 - b. Select "TEMPLATES" tab above
 - c. Type in "RESUME"
 - d. Pick a style they want
 - i. Recommended "Basic resume Word 2013"
 - e. Download template
 - f. Open template using Microsoft Work
 - g. Have students complete the different parts of the template (you may want to model the process with your computer)
 - i. Have students delete the "references" section
 - ii. Additionally, more of the sections of this template may be deleted (i.e. leadership, communication)
- V. Walk around the room to assist
- VI. Have students work on the reference page on the computer
 - a. Have students go to: <http://office.microsoft.com/en-us/>
 - b. Select "TEMPLATES" tab above
 - c. Type in "Resume references Word 2013"
 - d. Pick a style they want
 - i. Recommended "Resume references Word 2013"
 - e. Download template
 - f. Open template using Microsoft Work
 - g. Have students complete the different parts of the template (you may want to model the process with your computer)
- VII. Have students save and print-out the resume and reference page
- VIII. Please assess the resume using the resume writing rubric form
 - a. Passing is 32 out of 40 points (80%)

Next Steps:

1. Remind the students that they will receive their resume/reference page during the practicum lesson (Lesson Plan #4)
2. Go on to lesson on interview skills (Lesson Plan #3)

[YOUR NAME]

[Street Address, City State ZIP Code] | [Email] | [Telephone]

OBJECTIVE | Check out the few quick tips below to help you get started. To replace any tip text with your own, just click it and start typing.

SKILLS & ABILITIES | On the Design tab of the ribbon, check out the Themes, Colors, and Fonts galleries to get a custom look with just a click.

Need another experience, education, or reference entry? You got it. Just click in the sample entries below and then click the plus sign that appears.

EXPERIENCE | **[JOB TITLE]** [COMPANY NAME]
[DATES FROM – TO]

This is the place for a brief summary of your key responsibilities and most stellar accomplishments.

[JOB TITLE] [COMPANY NAME]
[DATES FROM – TO]

This is the place for a brief summary of your key responsibilities and most stellar accomplishments.

EDUCATION | **[SCHOOL NAME]**, [LOCATION]
[DEGREE]

You might want to include your GPA here and a brief summary of relevant coursework, awards, and honors.

COMMUNICATION | You delivered that big presentation to rave reviews. Don't be shy about it now! This is the place to show how well you work and play with others.

LEADERSHIP | Are you president of your fraternity, head of the condo board, or a team lead for your favorite charity? You're a natural leader—tell it like it is!

JOHN DOE

1234 South Main Street, Los Angeles, CA 90017 | john.doe@yahoo.com | 213-555-1245

OBJECTIVE | Seeking an entry level position in your company.

SKILLS & ABILITIES | Bilingual: Spanish

Computer Software: Microsoft Word, Microsoft Excel and Microsoft Access

EXPERIENCE | **CASHIER- MC DONALD'S**

03/2013 - 1/2014

Accepted food orders from customers and charged them.

BABYSITTER – DOE'S BABYSITTING

02/2012 – 02/2013

Took care of infants and toddlers in my neighborhood and for my family.

EDUCATION | **CAMP ROCK HIGH SCHOOL, LOS ANGELES, CA**

HIGH SCHOOL DIPLOMA- IN PROGRESS- ANTICIPATED DATE OF COMPLETION: JUNE 2015
GPA 3.6

AWARDS | **STUDENT OF THE MONTH- MAY 2012**
MOST IMPROVED STUDENT- APRIL 2011

[YOUR NAME]

[Street Address]

[Address 2]

[City, ST ZIP Code]

[phone]

[email]

REFERENCES

[Reference's Name]

[Title]

[Company Name]

[Street Address]

[City, ST ZIP Code]

[Phone] | [Email]

Relationship

[Relationship with reference] at [Company Name] from [Dates of Employment]

"[Optional Quote]"

[Reference's Name]

[Title]

[Company Name]

[Street Address]

[City, ST ZIP Code]

[Phone] | [Email]

Relationship

[Relationship with reference] at [Company Name] from [Dates of Employment]

"[Optional Quote]"

[Reference's Name]

[Title]

[Company Name]

[Street Address]

[City, ST ZIP Code]

[Phone] | [Email]

Relationship

[Relationship with reference] at [Company Name] from [Dates of Employment]

"[Optional Quote]"

JOHN DOE

1234 South Main Street
Los Angeles, CA 90017
213-5551245
John.doe@yahoo.com

REFERENCES

Frederick Sibian
Teacher
Dorsey High School
3537 Farmdale Avenue
Los Angeles, CA 90016
323-296-7120 | f.sibian@hotmail.com

Luis Galvez
Counselor
Dorsey High School
3537 Farmdale Avenue
Los Angeles, CA 90016
323-296-7120 | luis.galv3@gmail.com

Pablo Sandoval
Manager
Chuck E. Cheese
3454 West Victory Blvd
Burbank, CA 91505
818-996-8852 | p.sanchez@cec.com

Summer of Learning Resume Writing Rubric

Participant Name : _____

Reviewer's Name: _____

Instructions on scoring criteria: A total of 5 points is possible per component. Reviewer can score on a scale of 1 to 5 based on content. If reviewer feels that the candidate shows progress toward Excellent or Almost got it, reviewer can award 4 or 2 points respectively. Do not issue half points.

Criteria	2 Needs a little more work (1 pt.)	4 Almost got it! (3 pts.)	5 Excellent (5 pts.)	Score
Appearance and Formatting	<ul style="list-style-type: none"> Resume exceeds one 8.5" x 11" page. Font is not professional and/or easy to read. Font point size is not 10 - 12 pt. Ink color is too light. Margins are not 1/2 to 1 inch. Bullet use and other text formatting (such as bolding, italicizing and underlining) are used inconsistently. Line spacing is not consistent, and/or is larger than double spacing. Sections are not consistently aligned. 	<ul style="list-style-type: none"> Resume fits on one 8.5" x 11" page, however, there is too much information or information is sparse. Name appears at the top of the resume, in larger font. Font is professional, such as Times New Roman, Arial or Calibri, and easy to read. Font point size is not 10 - 12 pt. Ink color is dark, but not black. Resume is printed on regular paper. Margins are not 1/2 to 1 inch. Bullet use and other text formatting (such as bolding, italicizing and underlining) are used inconsistently. Line spacing is consistent, and is no larger than double spacing. 1-2 sections are not aligned. 	<ul style="list-style-type: none"> Resume fits on one 8.5" x 11" page. Name appears at the top of the resume, in larger font. Font is professional, such as Times New Roman, Arial or Calibri, and easy to read. Font point size is 10 - 12 pt. and ink is black. Resume is printed on quality paper. Margins are 1/2 to 1 inch. Bullet use and other text formatting (such as bolding, italicizing and underlining) are used to highlight information and are used consistently throughout. Line spacing is consistent, and is no larger than double spacing. Sections are consistently aligned. 	
Content	<ul style="list-style-type: none"> Resume does not include two of the following: contact information, objective, work history, education history, skills/activities/clubs, and volunteer/community service experience. Two or more of the histories are not provided in reverse chronological order, i.e., most recent to last. Language on resume is not professional and includes more than two slang words. Candidate did not provide references on a separate sheet and/or formatting was not appropriate. 	<ul style="list-style-type: none"> Resume does not include one of the following: contact information, objective, work history, education history, skills/activities/clubs, and volunteer/community service experience. One of the histories is not provided in reverse chronological order, i.e., most recent to last. Language on resume is professional and includes one - two slang words. Candidate has provided references on a separate sheet, using proper formatting. 	<ul style="list-style-type: none"> Resume includes contact information, objective, work history, education history, skills/activities/clubs, and volunteer/community service experience. All histories are provided in reverse chronological order, i.e., most recent to last. Language on resume is professional and does not include slang. Candidate has provided references on a separate sheet, using proper formatting. 	
Grammar, Spelling, & Punctuation	<ul style="list-style-type: none"> Resume contains 5 or more combined errors in spelling, grammar and punctuation. 	<ul style="list-style-type: none"> There are 5 or less errors in spelling, grammar, and punctuation combined. 	<ul style="list-style-type: none"> There are no spelling errors. There are no grammatical errors. There are no punctuation errors. 	

Criteria	Needs a little more work (1 pt.)	2	Almost got it! (3 pts.)	4	Excellent (5 pts.)	Score
Contact Information	<ul style="list-style-type: none"> Contact information is missing or provides incomplete information on two of the following items: complete legal name, address, phone number and email address. Contact information includes personal website addresses. Email address is not professional. 	<ul style="list-style-type: none"> Contact information is missing or provides incomplete information on one of the following items: complete legal name, address, phone number and email address. Contact information includes personal website addresses. Email address is professional. 	<ul style="list-style-type: none"> Contact information is missing or provides incomplete information on one of the following items: complete legal name, address, phone number and email address. Contact information includes personal website addresses. Email address is professional. 	<ul style="list-style-type: none"> Contact information is complete and includes all of the following items: complete legal name, address, phone number and email address. Contact information includes professional website addresses. Email address is professional. 	<ul style="list-style-type: none"> Contact information is complete and includes all of the following items: complete legal name, address, phone number and email address. Contact information includes professional website addresses. Email address is professional. 	
Education History	<ul style="list-style-type: none"> Information is not organized from most recent to least recent. Degree name is not spelled out or graduation date is missing. Attendance dates are not provided for all schools. 	<ul style="list-style-type: none"> Information is not organized from most recent to least recent. Degree name is spelled out. Degree earned and graduation date are indicated. Dates of attendance are included for each school. 	<ul style="list-style-type: none"> Information is not organized from most recent to least recent. Degree name is spelled out. Degree earned and graduation date are indicated. Dates of attendance are included for each school. 	<ul style="list-style-type: none"> Information is organized from most recent to least recent. Degree name is spelled out. Degree earned and graduation date are indicated. Dates of attendance are included for each school. 	<ul style="list-style-type: none"> Information is organized from most recent to least recent. Degree name is spelled out. Degree earned and graduation date are indicated. Dates of attendance are included for each school. 	
Work history	<ul style="list-style-type: none"> Information for entries is incomplete in 2 of the entries, i.e., missing employer name, position title, locations or dates of employment. Action verbs are weak and verb tense is inconsistent in 3 or more cases. Bullets are wordy, vague, and do not indicate accomplishments. Irrelevant or outdated information is listed. 	<ul style="list-style-type: none"> Information for 1 entry is incomplete, i.e., missing employer name, position title, locations or dates of employment. Action verbs are strong and verb tense is consistent. Bullets are not concise or direct and do not indicate accomplishments. 	<ul style="list-style-type: none"> Information for 1 entry is incomplete, i.e., missing employer name, position title, locations or dates of employment. Action verbs are strong and verb tense is consistent. Bullets are not concise or direct and do not indicate accomplishments. 	<ul style="list-style-type: none"> Employer name, position title, location, & dates of employment are included. Bullets begin with strong action verbs and are in correct verb tense. Bullets are concise, direct, & indicate accomplishments. 	<ul style="list-style-type: none"> Employer name, position title, location, & dates of employment are included. Bullets begin with strong action verbs and are in correct verb tense. Bullets are concise, direct, & indicate accomplishments. 	
Skills & Interests	<ul style="list-style-type: none"> Skills and interests included are not relevant to the position. Level of proficiency is not provided for computer and/or language skills. Courses listed are not relevant to the position. 	<ul style="list-style-type: none"> Skills and interests included are not clearly relevant to the position. Level of proficiency is not provided for computer and/or language skills. Courses listed are relevant to the position. 	<ul style="list-style-type: none"> Skills and interests included are not clearly relevant to the position. Level of proficiency is not provided for computer and/or language skills. Courses listed are relevant to the position. 	<ul style="list-style-type: none"> Skills and interests included are relevant to the position. Level of proficiency is included for computer and language skills. Courses listed are relevant to the position. 	<ul style="list-style-type: none"> Skills and interests included are relevant to the position. Level of proficiency is included for computer and language skills. Courses listed are relevant to the position. 	
Volunteer History	<ul style="list-style-type: none"> Experiences listed are not relevant to the position. Experiences listed are part of required coursework. 	<ul style="list-style-type: none"> Experiences listed are relevant to the position. Experiences listed are part of required coursework. 	<ul style="list-style-type: none"> Experiences listed are relevant to the position. Experiences listed are part of required coursework. 	<ul style="list-style-type: none"> Experiences listed are relevant to the position. Experiences listed are not part of required coursework. 	<ul style="list-style-type: none"> Experiences listed are relevant to the position. Experiences listed are not part of required coursework. 	
Total Score:						
(Passing = 32 or more)						