

Resume Builder Activity – Instructions

Objective:

- Teach students how to start, build, and enhance their resumes. This will be beneficial when seeking job opportunities during the summer or before attending college.

Time:

- Thirty minutes to one hour or more, depending on the discussion.

Materials Needed:

- There are two options for this lesson:
 - Use computers and internet access.
 - Using the printed worksheets below, with students creating their resumes electronically at a later date.
- Printed copies of the three student worksheets below.
- Prizes or incentives for participation (optional).

Activity Steps:

1. Introduction – What is a Resume? (5 minutes):

- Explain the purpose of a resume and why it's important to have a professional one when applying for summer jobs. Whether they are on-campus, off-campus, or work-study jobs, a resume is necessary.
- Discuss the key components of a resume. Such as contact information, objective/summary, education, work experience, skills, and additional sections like volunteer work, awards, or certifications.

2. Explore Utah Colleges Resume Templates – Worksheet #1 (15 minutes):

- Inform students that the best starting point is using a template. Utah colleges provide free resume examples and templates available for their use.
- Electronic Instructions – Computer required.
 - Print out Worksheet #1 below or share it on your screen so students can explore different options as they begin crafting their resumes.
 - Have students select a template and get started.
- Paper Instructions – For those without computer access.
 - If students do not have computer access, print out Worksheet #1 and instruct them to look at different templates when they have access to a computer.

Resume Builder Activity – Instructions (continued)

3. Fill Out Resume Template or Resume Worksheet (20 minutes):

- Electronic Instructions – Computer required.
 - There are two options:
 - Print out Worksheet #2 for students to complete. They can transfer that information to their online template.
 - Alternatively, students can start directly by filling out their own resume template.
- Paper Instructions – For those without computer access.
 - Print out Worksheet #2 and distribute it to your students. Ask students to complete the worksheet, and then instruct them to transfer the information to a resume template when they have computer access.

4. Review and Refine (10 minutes):

- Print or share Worksheet #3 – Additional tips and examples. Ask students to review their resume information one last time using these tips and examples. Make sure they check for spelling and grammatical errors.

5. Seek Feedback (5 minutes):

- Ask students to share their resumes with one or two peers and share feedback.
- Students can also turn in their resume or resume worksheets into the teacher, counselor, or adviser for review and feedback.
- Additionally, encourage students to share their resumes with their parents or guardians for more help.

6. Save and Print (5 minutes):

- For students who have a final draft of their electronic resume, ask them to save it as a PDF and print a few copies to keep on hand. Summarize key takeaways from the activity.

Resume Builder Activity – Instructions (continued)

Additional Tips to Recommend:

- Resume should only be one page.
- Use action verbs to describe their experiences. For example:
 - Assist
 - Develop
 - Volunteer
 - Tutor
 - Create
 - Analyze
 - Organize
 - Manage
 - Solve
 - Collaborate
 - Coordinate
 - Train
 - Communicate
- Students should tailor their resume for each job application by highlighting the most relevant experiences and skills.

Worksheet 1 – Utah Colleges Resume Templates

Instructions: Find a resume example or template you'd like to use and build your own resume.

Resume Examples and Templates:

- **Brigham Young University - Private (template):** careers.byu.edu/students/hiring-resources/resumes/resume-templates - Select “Resume Template General” (download).
- **Davis Technical College (instructions and example):** davistech.edu/career-placement-services - Scroll down to “Resources” and click “Resume & Formatting”.
- **Salt Lake Community College (instructions and examples):** slcc.edu/careerservices/docs-and-images/resource-documents/the-resume-and-cover-letter-workbook.pdf - Workbook for resumes and cover letters, go to pages 14-16.
- **Snow College (instructions, templates, and examples):** snow.edu/offices/career/resumesandcoverletters.html - To find the template, scroll near the bottom of the webpage and find “Resume Examples & Templates”.
- **Southern Utah University (template, examples, and instructions):** suu.edu/careercenter/resume.html - Find the “Resume” header and scroll down to the drop-down boxes. Click “Resume Examples and Templates” (download).
- **Southwest Technical College (template):** stech.edu/students/jobsearch/—Scroll down to the blue circle icons and find “Resume Template.” You won’t be able to edit the document, but you can download it by selecting File=>Download.
- **University of Utah (example/PDF template):** careers.utah.edu/getting-started/ - Scroll down to “Take Your First Steps” and then find the box labeled “1. Create A Resume”.
- **Utah State University (instructions and template):** usu.edu/career-design-center/students/resume-basics - The template is located on the right-hand side in a box that says, “On This Page,” at the bottom of that box labeled “Example Resume”.
- **Utah Tech University (template and instructions):** career.utahtech.edu/student-services/ - Find the title “Resumes and Cover Letters” and click on both the “Resume Worksheet” and “Basic Resume Outline” (download required).
- **Utah Valley University (example and instructions):** uvu.edu/career-internship/students/resources.html - Find the box titled “Career Preparation” and select “Resume Handout”.
- **Weber State University (instructions, examples, and templates):** weber.edu/goddard/Resume.html - Find “Resume | Examples” and download the “Goddard Resume Template”. Below the templates, there are guides to help you.

Worksheet 2 – Resume Builder Worksheet

Instructions:

Please complete the following information to build your resume. After completing this form, transfer the information to a digital document to save and print. See **Worksheet 1** for free resume templates and examples from our Utah colleges.

Resume Building Worksheet

Section 1: Personal Information

- Full Name:

- Phone Number:

Example: (801) 555-1234

- Email Address:

Example: student.name@email.com

- LinkedIn Profile (if applicable):

Example: linkedin.com/in/student

- Address:

Example: 456 Elm St, Provo, UT 84601

Section 2: Objective/Summary

- Objective/Summary Statement:
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- *Example: Dedicated high school senior with a passion for science and technology, seeking a summer internship to gain hands-on experience in the field of computer science and prepare for college studies.*

Section 3: Education

- High School Name:

Example: Provo High School

- City, State of School:

Example: Provo, UT

- Expected Graduation Date:

Example: May 2024

- GPA (optional):

Example: 3.5

- Relevant Coursework or Projects:

Example: AP Computer Science, Honors Physics, Robotics Club Captain, Science Fair Project: Renewable Energy Solutions

Worksheet 2 – Resume Builder Worksheet (continued)

Section 4: Work Experience (repeat for each past job experience)

- Job Title: _____
Example: Retail Sales Associate
- City, State of Employment: _____
Example: Provo, UT
- Company Name: _____
Example: American Eagle Outfitters
- Dates of Employment: _____
Example: June 2023 - Present
- Key Responsibilities and Achievements:

Examples:

- Assisted customers in locating and purchasing items, providing excellent customer service and product knowledge.
- Maintained store appearance by organizing merchandise and replenishing stock.
- Operated cash registers, processed transactions, and handled returns efficiently.
- Supported marketing efforts by setting up promotional displays and enrolling customers in loyalty programs.
- Achieved sales targets and contributed to a 10% increase in in-store sales during the summer season.

Section 5: Volunteer Experience

- Role: _____
Example: Volunteer Tutor
- City, State: _____
Example: Provo, UT
- Organization: _____
Example: Provo Public Library
- Dates of Service: _____
Example: September 2022 - Present
- Key Responsibilities and Achievements:

Examples:

- Tutored middle school students in math and science.
- Developed engaging lesson plans and activities.
- Helped students improve their grades by an average of 15%.

Worksheet 2 – Resume Builder Worksheet (continued)

Section 6: Skills

- Technical Skills:

Example: Microsoft Office (Word, Excel, PowerPoint), Basic Python Programming

- Soft Skills:

Examples: Communication, Teamwork, Time Management

- Languages:

Example: Spanish (Conversational)

Section 7: Additional Sections

- Awards and Honors:

Example: National Honor Society, Math Olympiad Participant, Dean's List

- Extracurricular Activities:

Example: Varsity Soccer Team, Drama Club Member, Debate Team Participant

- Certifications:

Example: CPR and First Aid Certified, Adobe Photoshop Certification

- Hobbies and Interests:

Example: Photography, Coding, Hiking

Section 8: Review and Feedback

- Who reviewed your resume? _____

Example: Mr. Adams, School Counselor

- Feedback Received: _____

Example: Add more detail to volunteer descriptions and correct formatting issues.

Section 9: Final Steps

- Did you make the necessary revisions from those who reviewed your resume information and provided feedback? Did you review Worksheet #3? (Yes/No)
- Do you have a digital copy saved? (Yes/No)
- Do you have printed copies ready? (Yes/No)

Worksheet 3 – Resume Tips

General Tips:

- A resume should only be one page long.
- Tailor your resume for each job application by highlighting the most relevant experiences and skills to the job you're applying for.

Tip for Section 1: Personal Information:

- Use an appropriate email address. Avoid using nicknames or non-professional email handles.

Tip for Section 2: Objective/Summary:

- Be concise and specific about your goals and what you can offer a potential employer.

Tip for Section 3: Education:

- Include academic achievements and relevant coursework that relates to the job you're applying for.

Tip for Section 4: Work Experience:

- Use action verbs such as "managed," "assisted," "developed," etc., to describe your responsibilities.

Tip for Section 5: Volunteer Experience:

- Highlight any leadership roles or significant contributions made during volunteer work.

Tip for Section 6: Skills:

- Mention both hard (technical) and soft (interpersonal) skills. Tailor this section to the job you are applying for.

Tip for Section 7: Additional:

- Include anything that makes you stand out, such as awards, certifications, or relevant hobbies.

Review, Feedback, and Final Steps:

- Getting feedback is crucial. It helps catch errors and improve the overall quality of your resume.
- Ensure you have both digital and physical copies of your resume for easy access when applying for jobs.