

Writing Your Resume

FOR THE TEACHER

Introduction

In this activity students will use the information they've acquired about resumes to write their own resumes and upload them to Xello.

Setting the Stage

Students are now ready to compose their resume and will be using a Google template.

Lesson Overview

- Teacher distributes “Writing Your Resume-Student Instructions” and the Resume Rubric
- After students have drafted their resume, you may want to do peer reviews for feedback
- Once final resumes have been completed, have students complete the Reflecting Upon your Resume document included at the end of this lesson
- Grade the resume using the Resume Rubric
- Remind students to upload their Resume to Xello using the directions on the “Writing Your Resume-Student Instructions” document below

Writing Your Resume-Student Instructions

Things to Remember When Writing Your Resume

Your resume is your introduction to potential employers. It is a summary of your qualifications, outlining your skills, abilities, and experience. The goal of a resume is to tell an employer why he or she should hire you.

Be honest – Don't list skills or experience you don't have.

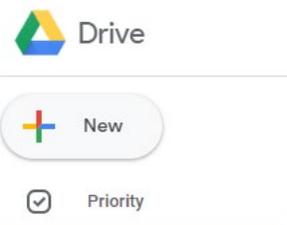
Be brief – Employers are looking for a summary of your qualifications, not a biography.

Be relevant – Limit your resume to what might be of interest to potential employers.

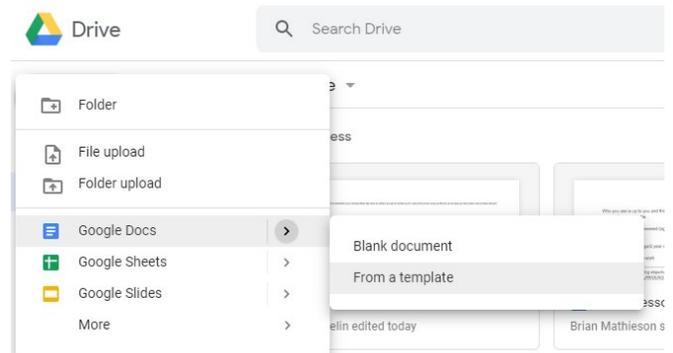
Proofread – Make sure your resume has no spelling or grammatical mistakes.

You will be using a Google template to format your resume.

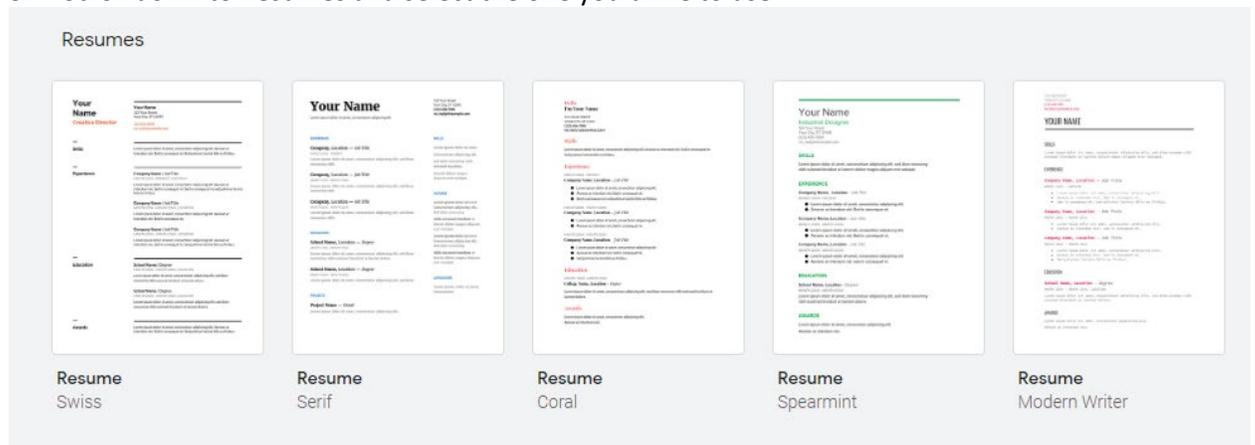
1. Go to your Drive and click New



2. Select Google Docs, From a template



3. Scroll down to Resumes and select the one you'd like to use



4. Enter your text to customize your resume

After completing your resume, you will upload it to Xello following the directions below:

1. Login to Xello, then scroll down to the Resume lesson

Hey **Katie!**

0% Core Lessons Grade 11

1P
11th Grade Goals and Plans
Get Started

Choosing a College 0%

Job Interviews 0%

R Resume

About Me Explore Options Goals & Plans

Matchmaker Careers My Plans
Personality Style Schools Course Planner
Mission Complete Majors College Planning
Learning Style Saved Options
Skills Lab

Assignments

4 Year Plan New
By: Vancouver Public Schools
Due: April 30, 2021
Status: Not Submitted

Links & Resources

Estimate Your Financial Aid: FAFSA4caster

2. Click Attach File and select your saved resume, then Turn In.

Resume

Status
Not Submitted

After creating and/or updating your resume, upload it to this lesson as a pdf document. See attached resources to guide you.

- VPS Resume Slide Presentation.pptx (Document - 262.8 KB)
- Writing Your Resume -Student Instructions.pdf (Document - 472.49 KB)

Write your answer for the custom lesson

Attach Files

Turn In

Reflecting upon Your Resume

SUMMARY – YOUR VIEWS

Now that you’ve written your resume, answer the following questions:

1. What skills or characteristics were you surprised to learn that you have after brainstorming content for your resume?

2. What is the most challenging part of writing your resume?

3. Do you see any weak areas in your resume? What can you do to improve these areas before you apply for a job?

4. What skills or achievements are you most proud of? How will you highlight them in your resume?

5. What employers in your community would you consider sending your resume to? Why?
