

# What Makes a Good Resume?

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## FOR THE TEACHER

### Introduction

In this activity, students investigate the role that resumes play in the work search process. This activity builds on information in the VPS Resume powerpoint and embedded video. The goal of this activity is to help students:

- Understand the purpose of a resume
- Identify key components and appropriate content for resumes
- Describe characteristics of both strong and weak resumes

### Setting the Stage

Select an object from the room (e.g. a book or a pen) and ask volunteers to try to “sell” the object to the rest of the class. Ask students what they know about marketing, and what it means to market themselves to potential employers. Resumes are the most important tools that students have to sell their skills and experience, and it’s crucial that they know how to market themselves effectively. **(Have students reflect on the challenges of marketing themselves to potential employers)**

### Lesson Overview

- Teacher sets the stage
- Students view the **Resumes for VPS High School Students** powerpoint and embedded video and answer questions for Part 1 (page 1) of the activity
- Students review the sample resumes and complete Part 2 (pages 2-3) of the activity

### Resources

- Handouts attached to this lesson
- Powerpoint, and embedded video (Note: You must be logged into google drive in order for the video to play)

We recommend following up this lesson with the **Preparing to Write Your Resume** lesson.

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## PART ONE: UNDERSTANDING RESUMES

View the **Resumes for VPS High School Students** powerpoint and embedded video and answer the following questions:

**1. What is the purpose of a resume?**

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**2. What do employers learn about candidates from their resumes?**

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**3. What are some key components of the resume?**

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**4. Who should be chosen as a reference?**

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**8. How can candidates ensure their resumes make a positive first impression? Give at least three tips.**

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## PART TWO: EVALUATING SAMPLE RESUMES

Read the sample job posting and resumes found at **the end of this activity**. Answer the following questions:

**1. What skills, education, experience, and other qualifications is the employer looking for in a candidate? List keywords from the job posting below.**

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**2. What impression do you get of Taylor based on Resume A?**

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**3. What impression do you get of Jamie based on Resume B?**

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# What Makes a Good Resume?

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**4. Which candidate do you think is more qualified: Taylor (Resume A) or Jamie (Resume B)? Why?**

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**5. Which candidate do you think presents their qualifications more professionally? Explain.**

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## SUMMARY – YOUR VIEWS

Now that you know a little more about writing strong resumes, answer the following question:

**6. What impression do you want to make with your resume, and how are you going to make sure you're successful?**

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**7. What is your next step in writing your resume?**

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**We're Hiring at LE WOK INDONÉSIEN!**

**Position:** Sous Chef

**Job Ref.:** SC-5309

**Location:** Le Wok Indonésien, 789 Main Street, Northwest City, CA 59800

**Job Type:** Full-time, 40-50 hours/week

**Deadline:** August 31, 2020



**Job Summary**

Do you live for great food? Are you a motivated and creative culinary professional who strives to take casual fine dining to a new level? **Le Wok Indonésien** is a Southeast Asian restaurant committed to providing its guests with an unparalleled dining experience. We are looking for an enthusiastic and dedicated sous chef to join our team and make those mouths water in anticipation.

**Key Skills & Abilities**

- An organized team player with excellent communication skills
- Consistently punctual and reliable, with a professional appearance
- Take pride in your work (and your wok!) and actively learn new cooking techniques
- Demonstrate superior customer service skills and courtesy when interacting with guests
- Innovative and Creative

**Key Duties**

- Supervise kitchen staff to ensure efficient meal preparation and production
- Help create new menu items and present dishes according to chef's specifications
- Manage food and supply budget; keep track of stock and order new ingredients as needed
- Clean and sanitize all kitchen equipment
- Promote a positive atmosphere in both the kitchen and dining room
- Fulfill any other duties assigned by the chef or restaurant manager

**Recommended Qualifications**

- Associate degree in culinary arts or related program
- Minimum 1-2 years of experience working in a fast-paced restaurant
- Training in safe food handling and/or workplace safety
- Demonstrated excellence in cooking and food presentation
- Strong work ethic

**Work Conditions & Physical Requirements**

- Comfortable working under pressure in a hot, hectic environment
- Able to stand on feet for long periods and lift heavy objects
- Willing to work irregular hours, including some evening, holiday, and weekend shifts
- Appreciate our diverse, multicultural work environment

We offer a competitive salary and benefits, as well as opportunities for career advancement. Please send your cover letter and resume to Geraldine Greene, Restaurant Manager, and indicate the Job Reference Number in your application.

## RESUME A

### Taylor Kelly's Resume

*My Address:* 42 Shady Pines Drive, Northwest City      *My Phone Number:* 555-555-9876  
*My Email Address:* partyanimal\_1999@email.com      *Date of Birth:* July 1, 1999  
*My website:* www.yourspace.com/kellysfavebabyanimals      *Marital status:* Single

*Job Objective:*      I want to be your sous chef! 😊

#### *Skills Summary:*

- ☞ I am young but very skilled
- ☞ I enjoy cooking a variety of dishes
- ☞ I am good at typing, surfing the web, and Microsoft Word
- ☞ I have over 1½ years of travel experience between jobs

#### *Education:*

- ✍ Graduated from Central Northwest Elementary & Middle School. June 26, 2014
- ✍ Albert Einstein High School Dip. June 2018
  - 😊 **Award: for “Most Likely to Get A Crazy Haircut”**
- ✍ Northwest City College Culinary Arts Program Assoc. Degree May 12, 2020
  - ☞ As part of the program I worked at a French bistro that won an award in 2017
  - ☞ I also have **Food Handler Certification** and am working towards **Certified Sous Chef** designation

#### *Relevant Courses:*

CULART-2601: Stocks, soups and sauces – learning how to make sauces, stocks and soups  
CULArt-1001: Introduction to Knife Skills – *tried* to learn about using different types of knives (lol)  
CULArt-3600: Garnishes – learning about making fancy garnishes to put on meals

#### *Relevant Work Experience:*

- 1. LEMONADE STAND ENTREPRENEUR** – Approx. Summer 2012 & 2013
  - ☞ Making and selling lemonade
- 2. FAST FOOD WORKER AT HAPPY BURGER-** 2015-2017 (in the summers between school years)
  - ☞ Flipping burgers and making milkshakes
  - ☞ Service with a smile!
- 3. ASSISTANT SWIMMING INSTRUCTOR AT THE NORTHWEST CITY POOL:** June to September 2012 (P/T)  
Helping teach kids swimming lessons in groups of 4-10 kids
  - ☞ Leadership skills
- 3. APPRENTICE COOK AT LE FRENCH BISTRO,** as a requirement of culinary program – October 2018-April 2019
  - ☞ Assisting with cutting veggies and making garnishes, which is pretty tedious
  - ☞ Experience working with many other cooks in a hot and crowded kitchen
- 4. CONCIERGE AT THE LUXURY HOTEL** – November 10, 2017 to Now
  - ☞ Dealt with hotel staff and guests
  - ☞ Watched cooking done by chefs in kitchen at hotel restaurant

#### *Hobbies & Interests:*

- 😊 Big Siblings – volunteered with a disadvantaged child
- 😊 Marathon Trainer & Runner – My last race was a 10k one but this is an ongoing interest and I plan to run a full marathon soon, which will require a lot of training hours during the evenings and weekends
- 😊 Enjoy travel and tasting exotic dishes since I am a chef
- 😊 Enjoy listening to dance music and DJing/creating music in my spare time

“References Available Upon Request”

## RESUME B

### Jamie Morgan

681 Lakeview Street  
Northwest City, CA 59800

555-555-5259  
jmorgan@email.com

**Job Objective:** A challenging position as sous chef, where I can use my culinary skills and knowledge of Southeast Asian cuisine to uphold Le Wok Indonésien's reputation for incomparable quality and service.

#### Skills Summary:

- Hard-working, accomplished chef with 4 years of experience in a fast-paced kitchen environment
- Associate Degree in Culinary Arts: proficient in variety of techniques, including sauces, soups, meats, and pastries
- Innovative with a proven track record for award-winning recipe creation and menu development
- Reputation for being reliable and providing superior customer service in a luxury hotel setting
- Dedicated to continuing my culinary education through practice, specialty training, and travel

#### Work Experience:

- July 2018 – Present      **Concierge**, Hôtel de la Perle, Northwest City
- Liaising with 15 kitchen staff to ensure client satisfaction with hotel food services
  - Implementing a new room-service system that aims to reduce meal returns by 50%
  - Consistently receive the highest rating for client service on guest surveys
- Sept 2016 – May 2017      **Apprentice Chef**, Curryosity Fusion Restaurant, Northwest City
- Prepared high-quality meals for 200 customers a night, as part of the kitchen team
  - Co-created award-winning, highly requested Indian-French fusion dish for menu
  - Commended by Chef Gupta for creative garnishes and plated presentations
- April 2013 – Sept 2015      **Line Cook**, Fill 'Er Up Family Restaurant, Northwest City
- Devised online shift scheduling system that increased kitchen efficiency by 30%
  - Created four menu items that generated \$12,000 in sales during the first two weeks

#### Education:

- Sept 2016 – May 2018      **Associate Degree in Culinary Arts**, Northwest City College, Northwest City
- **Certifications**      **Certified Culinarian**, American Culinary Federation, received 2016  
                                 **Food Handler Certification**, Northwest City Public Health, received 2012, updated 2017

#### Volunteer Experience:

- Oct 2014 – June 2016      **Kitchen Manager**, Breakfast for Kids, Northwest City
- Managed weekly kitchen budget of \$2,000 and staff of 5 volunteers
  - Developed menus to suit a wide range of tastes and food restrictions

#### Awards & Honors:

- May 2017      **Delicious Dish of the Year**, National Food Fusion Awards  
Aug 2014      **Employee of the Month**, Fill 'Er Up Family Restaurant

#### Activities & Interests:

- Member of the American Culinary Federation, Northwest City Division, Sept 2017 – Present
- Weekly contributor to food appreciation blog, "A Pinch of Salt n' Pepa," May 2015 – June 2017
- Travelling to obtain first-hand knowledge of regional cuisines, including Southeast Asia and Brazil