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RW5. Job Résumé

Student Name: _____ Student ID Number: _____

Instructor: _____ Level: _____ Date: _____

For media links in this activity, visit [the LLC ESL Tutoring website for Upper Level SDLAs](#). Find your SDLA number to see all the resources to finish your SDLA.

Section 1: Introduction

A. What is a Résumé?

A résumé is a typed document that summarizes your skills, experience, and accomplishments. It is a quick advertisement of who you are. Your résumé lets the potential employer know who you are in a very short amount of time. Because the employer only spends a short amount of time looking at your résumé, it is important that it has no mistakes. You want to read, proofread, and edit your résumé many times to make sure it is perfect! [Watch this short video clip](#) from the TV show *Friends* to see what happens when you don't proofread your résumé.



How much time does an employer usually spend reviewing a résumé?

- A. 1 minute
- B. 6 seconds
- C. 3 minutes

If you chose B, you are correct! An employer usually looks at each résumé for about 5-7 seconds before deciding to see that person for an interview. This shows how important it is to have an excellent résumé.

Did you know?

- 76% of résumés are discarded for an unprofessional email address.
- 88% throw away your résumé when you include a photo.
- 1 spelling or grammar mistake and the employer will throw your résumé in the trash.



Section 2: Helpful Tips

Tip 1: Include important sections

Not all résumés are the same, but there are some common sections that they all should include. The important sections are:

Heading: This should include your formal name, address, telephone number, and email address. Make sure email address is appropriate.

Objective: Employers often say this is the most important part of a résumé. It is a 2-3 sentence explanation of your experience and the job you are looking for.

Education: This should include dates, name of school(s), degrees, licenses, credentials and certificates. Include the subject you are currently studying.

Experience: In this section, you should include previous employers, their locations, your dates of employment, and your job title. You should include at least two one-line descriptions of what your job duties and responsibilities were. Use **power words** to start each of these descriptions. **Do not use “I”** in descriptions.

Additional Skills and Information: This section should highlight any technical or specialized skills you have that are applicable to the position.

References: You should have 2-3 people who have observed your work habits (employers, teachers, coaches, etc.). Make sure you have asked their permission to include them as references. Create a separate list of references including their names, addresses, employers, job titles, and phone numbers.

Answer the Question: Does the résumé on page 4 include all of the sections? If not, which sections are missing?



English Self-Directed Learning Activities

Language Learning Center 77-1005, *Passport Rewards*

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Tip 2: Use power words

To make your résumé more noticeable to the employer, use power words that match the position you want. The most powerful words are verbs. And the most powerful verbs are action verbs. **As a result, you should use plenty of action verbs to describe your previous job responsibilities and current skills.**

Adapted from: *Resume Writing*. http://www.ccd.me.edu/careerprep/CareerPrepCurriculum_LP-4.pdf

Creative skills	<u>Example Power Words</u> Financial skills	Teaching skills
create	administer	advise
illustrate	allocate	clarify
integrate	analyze	enable
invent	budget	encourage
perform	calculate	facilitate

Read the résumé on the next page. In the space below, list the power words in the résumé that help to make it more noticeable to the employer.



SUSAN B. GREEN

1234 Any Street
Seymour, WI 54165
(920) 555-XXXX
greensb@uwgb.edu

OBJECTIVE:

To obtain an on-campus position. Not eligible for work-study.

EDUCATION:

University of Wisconsin- Green Bay, Green Bay, WI
Bachelor's Degree, Expected Graduation May 20XX
Major in Business Administration, Minor in Spanish

Northeast Wisconsin Technical College, Green Bay, WI
Associate's Degree, May 20XX

SKILLS:

- Over 5 years customer service experience
- Familiar with Microsoft Word, Excel and Access
- Experience with multi-line phone systems
- Fluent in Spanish

WORK EXPERIENCE:

Customer Service Representative, May 20XX – Present
Kohl's Department Stores, Green Bay, WI

- Provide efficient customer service and accurately manage register transactions
- Balance and reconcile daily cash receipts
- Assist with training new employees
- Employee of the Month, June 20XX and November 20XX

COMMUNITY INVOLVEMENT:

Volunteer, Habitat for Humanity, 20XX – Present

- Participate in various builds throughout the Green Bay area
- Sell donated materials at the Habitat's ReStore to support construction of homes

Volunteer Mentor, Big Brothers Big Sisters of Northeastern Wisconsin, 20XX-20XX

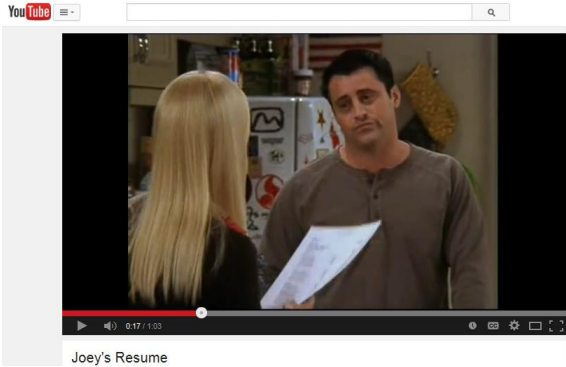
REFERENCES:

Available upon request



Tip 3: Be Honest and Relevant

Watch another scene from *Friends* and answer the questions below.



What are three skills that Joey lied about on his résumé?

1. _____
2. _____
3. _____

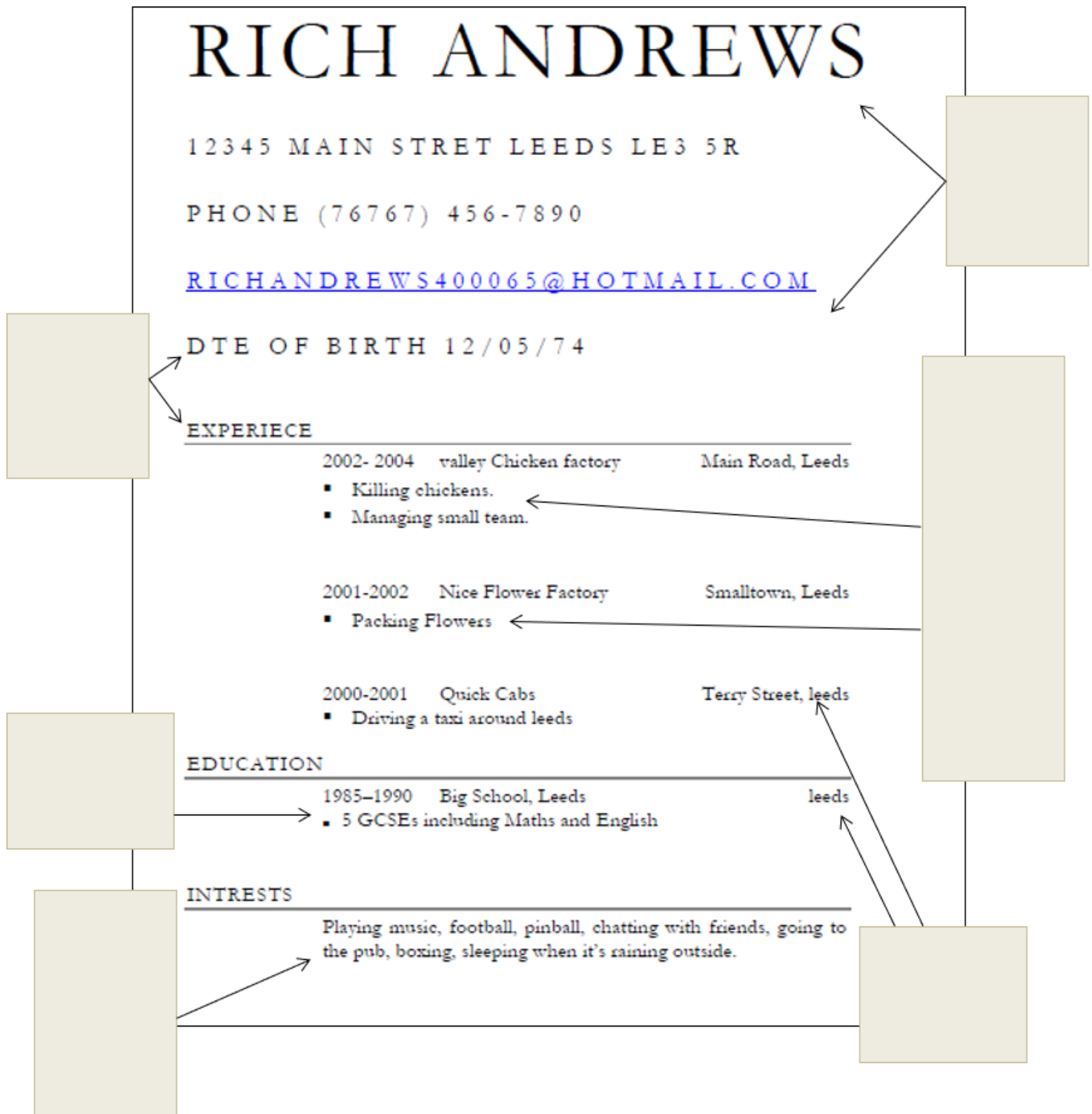
When seeking out employment at any type of company, it is important that you are honest with the information that you are presenting in your résumé. As you saw in the scene, Joey lied about some of his skills in hopes of gaining attention from potential employers. The problem with lying is that you are completely getting off on the wrong foot with these potential employers. Not only that, but you also run the risk of being fired from the company which you are applying to. If a company discovers that you have been dishonest in the way that you presented yourself in your résumé, they are legally able to fire you.

What was one skill that Joey can do?

Another important tip is to tailor your résumé to the job you're applying for. Make sure that the information you provide on your résumé is relevant for the job. For example, Joey could drink a gallon of milk in 10 seconds, but is it really relevant to being a good actor? Remember, each job you apply for will have a unique set of requirements. Unlike Joey, you should create a résumé so that your skills and experience will align with the specific responsibilities of the job you're applying for.

Section 3: Résumé Critique





Look at the résumé on the next page. This is an example of a résumé that has not been edited or proofread. Each of the arrows points to a problem area in the résumé. Identify the problem and explain how it could be fixed or improved. Write your recommendations in the boxes provided. You will discuss your answers with a tutor when you're finished.





Section 4: Student Self-Assessment

Complete this table BEFORE meeting with a tutor.

Communication Skill	I can't do this YET. 	I can do this WITH help. 	I can do this WITHOUT help. 	I can TEACH this to a classmate. 
I can identify the important parts of good resume.				
I can identify effective power words in a resume.				
I can identify and critique a poor resume.				
Here are some words I need to practice.				

Good job!

Now go to the [LLC Tutoring Website](#) and make an appointment with a tutor.




Visit the [Virtual LLC](#) at the time of your appointment.



Section 5: Practice with a Tutor!

Meet with a tutor. Share this activity with the tutor. You will talk about the résumés in this SDLA with the tutor. Be prepared to explain your critique of the résumé in Section 3. You may also ask the tutor any questions that you might have.

Grading Rubric

Possible Points	Need Practice  (0-1 Point)	Good Job  (2-3 Points)	Excellent Work  (4-5 Points)
Content	Not enough information provided in responses and often does not use correct vocabulary.	Provides most important information in responses and some of the time uses correct vocabulary.	Provides all necessary information in responses and most of the time uses correct vocabulary.
Skill: Speaking	More than 6 mistakes saying words; needs guessing more than 3 times.	Not more than 5 mistakes saying words; needs guessing on 1-2 words or sentences.	Not more than 2 mistakes saying words; needs no guess about meaning.
Oral Fluency	Speaks mostly in phrases, individual words; many pauses.	Sometimes speaks in complete sentences; several pauses.	Speaks in complete sentences; a couple pauses okay.

*Students must receive at least 10 points to move on

Possible Points: _____ / 15

Tutor Comments:

Congratulations! Keep going.

You have successfully completed this SDLA and are ready to continue to the next.

Work on this more.

You have not yet mastered this SDLA. It is recommended that you complete it again.

Tutor Signature: _____

Date: _____