



**LITERACY
VOLUNTEERS**
OF GREATER HARTFORD

READ. LEARN. GROW.

RESUME WRITING BASICS WORKSHOP



Student Guide

Workshop Objectives and Agenda



Objectives

At the end of the workshop, you will be able to:

- (1) Use vocabulary about resumes in conversation with each other;
- (2) Identify what is included in an effective resume;
- (3) Create a resume.

Agenda

- Introduction to Resumes
- Important Vocabulary
- Sections of a Resume
- Tips for Success
- Creating Your Own Resume

Activity #1: Introduction to Resumes

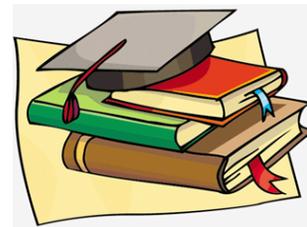
Directions: Answer the following questions. Then discuss with your classmates.

1. What is a resume?
2. When do you need a resume?
3. Why is a resume important?

About a Resume

A resume is a **summary** of your skills, education and experience. It is usually **one page**. It is a **tool** to market you to an employer. A resume that is well-written can **help you get an interview** for a job.

A resume may also help you if you apply to **colleges** or for **scholarships**.



Activity #2: Important Vocabulary

Directions: Describe each word below. Use your translators if needed. Can you give an example of each one?

1. Experience

2. Skills

3. Reference

4. Job Description or Posting

5. Qualifications

Activity #3: The Sections of a Resume

Directions: Work in pairs to discover the parts of a resume. Look at the sample resume on page 7. Complete the following steps.

1. Write down the names of the sections of a resume.
2. List an example of information that is included in each section.

<i>1. Sections</i>	<i>2. Example of Information Included</i>

John Smith

1234 Main St • Anytown, State • 123456
CELL (123) 555-5555 • E-MAIL j.smith@johnsmith.com

-
- EXPERIENCE**
- XYZ Company** **Somewhere, CT**
Assistant Store Manager July '13-Present
- Interview and train new employees
 - Create and manage employee work schedules
 - Maintain budget for sales teams
- ABC Company** **Anytown, CT**
Intern January '13-June '13
- Created a policy and procedures manual
 - Helped at cash registers
 - Assisted Manager with ordering and receiving
- Roland's Restaurant** **Anytown, CT**
Server October '11-December '12
- Provided friendly, efficient and quality service
 - Assisted Manager with restaurant operations

SKILLS Experience with Microsoft Suite. Customer focused. Strong interpersonal skills. Excellent problem solver. Adaptable team player. Respected leader.

LANGUAGES Bilingual in English and Spanish.

EDUCATION **Associates Degree**
ABC Community College, Anytown, NY 12345
Graduated 2013

REFERENCES Available upon request.

1234 Main St • Anytown, State • 123456 • CELL (123) 555-5555 • E-MAIL j.smith@johnsmith.com

What is not included in a resume?



Directions: Check the items below that are not included in a resume.

- Work Experience
- Age or Date of Birth
- Height, Weight, Hair Color
- Education
- Marital Status
- Skills
- Social Security Number
- Photo
- Nicknames

Activity #4: Tips for Success

Do:

- Use **action verbs***
- Be **brief** and **concise**
- Be **accurate** and honest
- Keep the resume to **one page**

*Examples on page 10

Don't:

- Use **pronouns**, e.g., I
- **Lie** or include false information
- Make any **typos** or errors
- Use **personal information** like marital status or social security number

*Define the words you see in **bold**.*



Action Verbs

Organized

Led

Taught

Created

Served

Planned

Built

Improved

Expanded

Increased

Maintained

Guided

Handled

Managed

Note: Use the present tense for your current job.

Activity #5: Creating Your Own Resume

Your Name

1234 Main St • Anytown, State • 123456
CELL (123) 555-5555 • E-MAIL Your Name@name.com

EXPERIENCE

Company 1	City, State
Title	Date-Present
<ul style="list-style-type: none">• <<<Duties>>>•	
Company 2	City, State
Title	Date From-Date To
<ul style="list-style-type: none">• <<<Duties>>>•	
Company 3	City, State
Title	Date From-Date To
<ul style="list-style-type: none">• <<<Duties>>>•	

SKILLS <<<Fill in>>>

LANGUAGES <<<Fill in>>>

EDUCATION **Degree or Certification**
<<< College, City, State>>>
<<< Date>>>

REFERENCES Available upon request.

1234 Main St • Anytown, State • 123456 • CELL (123) 555-5555 • E-MAIL y.name@yourname.com