# Student Guide – Answer Key

## Lesson 5.18: Understanding and Creating a Resume

Name:

Date:

**Bellringer:**

How does a potential employer know if an applicant for a job is qualified or not?

*Responses will vary but should reference a resume.*

**Notes: What is a resume?**

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| **Resume** | *A document summarizing a person’s education and training, work experiences, accomplishments, and skills that is used to communicate qualifications to a potential employer.* |

Information contained on a Resume:

1. *Contact information such as applicant name, phone number, and email address.*
2. *Summary or objective statement*
3. *Past work experience/jobs*
4. *Education*
5. *Relevant skills*
6. *Certifications or Accomplishments*

Success Criteria for an Effective Resume:

* *Includes complete and relevant information.*
* *Highlight the candidates most valuable and attractive qualities.*
* *Utilizes action verbs to demonstrate related skills or experience.*
* *Presents the information in a professional way with appropriate spelling and grammar.*

**Example Resume: Education and Training**

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| Sebastian Garcia  (555) 123-4567 [sgarcia@abc.com](mailto:sgarcia@abc.com) Thompsonville, TX  **Professional Summary**  Passionate educator with three years of experience in elementary special education. Exceptional skills in supporting students with differing abilities to learn how to express their thoughts and feelings while developing essential life skills.  **Work Experience**  **Elementary Special Education Teacher, August 2019-present**  **White Oak Elementary School, Thompsonville, TX**   * Provide responsive instruction, care, and support for students with special needs at the elementary level. * Coach students one-on-on to develop their potential. * Collaborate with parents and caregivers to develop a plan for care for the students. * Create personalized lesson plans for students based on their unique needs. * Attend regular professional development opportunities to stay current in research and new teaching methods.   **Teaching Assistant, August 2018-May 2019**  **University of Houston Education Department, Houston, TX**   * Assisted in teaching special education classes at the undergraduate level. * Served as a private tutor for education students through the Office of Academic Success   **Skills**   * Behavior Assessment * Fluent in Spanish * Nonverbal communication * Flexibility and creativity   **Education**  Bachelor of Science, Teaching and Learning with Minor in Special Populations  University of Houston, Houston Texas  **Certifications**   * Teaching License, Texas State Board-2019 * Certified Behavior Analyst, Behavior Analyst Certification Board 2020 |

Example Notes

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| **Resume Section** | **Notes** |
| Contact Information | *Includes name, phone number, and email. You can include a current location, but full address is not required.* |
| Professional Summary or objective | *A professional summary is a 2-3 sentence summary that highlight your most valuable or attractive qualities as a candidate for the job-beneficial if you are experienced in the role.*  *Objective statement if new to role or transitioning from one role to another. The objective statement should share your short-term career goals and how you are qualified for them.* |
| Work Experience | *Include relevant jobs related to education and training field. Brief descriptors of job tasks using action verbs.* |
| Relevant Skills | *Directly related to past or future job. No more than about 5 that directly connect or highlight skills in the job that you are seeking.* |
| Education | *Add information about 2- and 4-year degree programs, formalized training. Only include high school if highest level of education.* |
| Certifications/Accomplishments | *Add any certifications or achievements that relate to the role you are pursuing or past related roles. If they are certifications, be sure to add information about who certified you and when.* |

Nonexample: Resume in Education & Training

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| Tina Jacoby  (125) 734- 3335 [christina.jacoby@email.com](mailto:christina.jacoby@email.com)  **Objective**  Looking for a good teaching position where I can apply my skills. No teaching experience yet, but I am a hard working and have what it takes to get the job done.  **Work Experience**  Server, Billy’s Bar and Tavern-Johnsburg, OK  January 2021-present   * Took arriving guests to tables and took drink orders. * Responsible for serving guests based on their order. * Completed side-work as assigned.   Babysitter, Johnsburg, OK  June 2018-present   * Work for multiple clients on as-needed basis * Provide appropriate supervision and care children aged 3-12   **Skills**   * Sales * MS Office * Customer Service * Childcare   **Education**  Bachelor of Arts, Social Studies Education  Northeastern State University, Tahlequah, OK  **Certifications**  Teacher Certification, OK State Board of Education |

Nonexample Notes:

* *Contact information about location missing.*
* *Objective statement is generic and highlights lack of skills and experience.*
* *Experience listed does not align to position seeking, failed to include any student teaching experience.*
* *Descriptors for experience do not use active verbs/statements.*
* *Skills do not obviously align to the position seeking.*
* *Dates missing for education completion and certification.*

**Practice: Assessing Resumes for Quality**

Sample Resume: High School Chemistry Teacher

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| Kirk Griffin  Email: [kirk.griffin@email.com](mailto:kirk.griffin@email.com) Cell: (111) 236-5656 Columbia, IL  **Professional Summary**  Passionate chemistry teacher with over 4 years of experience teaching high school students. Proficient in AP exam preparation procedures demonstrated by a 90% pass rate of AP Chemistry students over my career. Committed to ensuring student emotional and academic success in my classroom.  **Education**   * Bachelor of Arts, General Chemistry Teaching, University of Chicago (2017) * Master of Arts, Science Education, University of Chicago (expected graduation 2024)   **Certifications**   * Illinois Teaching State Certification (Expires 2025) * Advanced Placement Chemistry Teacher Certification, College Board (2020)   **Work Experience**  High School Chemistry Teacher at North Gaston High School, Chicago, IL   * Taught high school chemistry and AP Chemistry * Prepared lesson plans based on state standards for high school chemistry. * Taught safety and laboratory skills.   **Skills**   * Classroom management * Sense of Humor * Collaboration and teamwork * SMART board interactive displays * Creativity * Fluent in Spanish |

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| Resume Strengths | Resume Areas of Improvement |
| 1. *Provided appropriate contact information.* 2. *Professional summary highlighted success on AP Chemistry Exam* 3. *Education and Certifications listed with appropriate dates* | 1. *Summary does not what he is doing to commit to student emotional and academic success.* 2. *Descriptions under work experience are limited and not action oriented. This could be strengthened by including information about effective teaching practices or evidence of collaboration or continued learning.* 3. *Some skills listed are not necessarily relevant to teaching. More explanation or alignment could be shown between the work experience and how the skills listed are demonstrated.* 4. *Does not list dates of employment for work experience* |