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## CAREER EDUCATION ACTIVITY

# Resumes That Rock! And Job Applications Activity

### Why a resume that rocks, you ask?

**The goal of a resume is to get a job interview. A resume must grab the reader's attention and stand out from the rest to move the applicant to the interview level. Helping youth learn how to write a resume that positively reflects who they are on paper is a skill that will last a lifetime.**

## About This Activity

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### Age:

Ages 14 to 19

### Objectives:

Participants will:

- Have fun!
- Increase their knowledge of resume writing.
- Learn how to complete a job application.

### Learning and Life Skills:

- Learning the three basic types of resumes
- Learning the importance a resume plays in the job search process
- Learning the importance of using action verbs to describe their skills
- Learning how to translate non-work experience to resume language
- Connecting school learning and activities to the world of work

### Michigan Curriculum Framework:

The following Michigan benchmarks are addressed in this curriculum. More information can be found at [http://www.michigan.gov/documents/MichiganCurriculum-Framework\\_8172\\_7.pdf](http://www.michigan.gov/documents/MichiganCurriculum-Framework_8172_7.pdf)

- Communicates skillfully and effectively through printed, visual, auditory, and technological media in the home, school, community and workplace
- Thinks analytically and creatively about important themes concepts and ideas
- Uses the English language arts to identify and solve problems
- Understand and appreciates the aesthetic elements of oral, visual, and written texts
- Uses the English language arts to develop insights about human experiences

## What You Will Need

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### Materials:

- Resumes That ROCK! PowerPoint
- Laptop, LCD and screen for PowerPoint
- Action Verbs handout
- Touch the Future Career Fair (TFCF) Action Verb Circle Activity (optional)
- Career Services and Placement (CSP) Fill-In Resume
- Chronological Resume Sample
- Functional Resume Sample
- Combination Resume Sample
- Electronic Resume Sample
- Reference List Sample
- Sample Employment Application
- Filling Out Job Application Forms
- Michigan 4-H Pathways to Career Education Resource List

### Time:

Approximate time needed is one hour, depending on the activities used in addition to the PowerPoint show.

### Setting:

A classroom setting with moveable tables and chairs is ideal. The group will need to get in a circle if the TFCF Action Verb Circle Activity is included.

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## Procedure

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### *Before the meeting:*

Set up the laptop computer, LCD and screen and bring up the PowerPoint file.

Have one copy per participant of the following handouts:

- Resumes that ROCK! PowerPoint (handout with notes)
- Action Verbs Handout
- Career Services and Placement (CSP) Fill-In Resume
- Sample resumes
  - Chronological
  - Functional
  - Combination
  - Electronic
- Filling Out Job Application Forms
- Sample Employment Application
- Reference List Sample
- Michigan 4-H Pathways to Career Education Resource List

### *During the meeting:*

Distribute the PowerPoint handout.

Begin the PowerPoint slideshow and distribute handouts as you go through the process. For example, when you get to slide 7 “Choose a resume format” pass out the four sample resumes. At slide 8, pass out the CSP Fill-In Resume. At slide 11, pass out the Action Verbs handout.

When the PowerPoint is done, if time permits, pass out the Sample Employment Application and the Filling out Job Application Forms handout and walk through the information on the handout. Everyone can fill the application form out or take it with them.

Don't forget to include any of your own experiences related to resume writing and job applications. Personal examples enhance the learning experience.

### *Try This, Too:*

If time permits, include the TFCF Action Verb Circle Activity.

In addition, if time permits, have participants take time to complete the CSP Fill-In Resume. You could do this as you work through each of the corresponding PowerPoint slides. You could build in more time if a computer lab was available and have youth draft their resumes. Provide each of them with a CD in order to save the resumes. They can take the resumes with them or you (or a career education professional) could proof them and give them back.

### *Talking It Over:*

Reflect on the learning experience with youth by asking the following questions:

1. How was today's information helpful?
2. Do you think it will be easy to create your resume?
3. What is the hardest part of the resume to complete?
4. Is it hard to sum up who you are on paper?

## *For More Information*

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To explore other Michigan 4-H Youth Development career development information, visit <http://4h.msue.msu.edu>. Click on the “Programs” tab then select “Careers.”