

Lesson 7: Customized Resumes

Category: Job Search Skills

Employability Skills

- a) Interpersonal Communication
- b) Problem Solving & Critical Thinking
- c) Professionalism

Instructional Direction

This activity can be completed individually, in small groups, or as a large group project.

Using the sample resumes for this activity (Blackline Masters 7a and 7b), students will evaluate versus the job description, identify key components of an effective resume, and compare and contrast resume samples.

You may have students use When I Grow Up Workbook pages 8-9 on building a resume as a reference before or throughout this activity.

Students should first examine the job posting and discuss the requirements.

Students should then review the sample resumes, make a list of any mistakes, choose who to call for an interview and share findings with their group or class.

Point out any mistakes not spotted:

Barbie – email address, objective, space in easy going, spelling of sweet, including elementary and middle school, title of volunteer, no description of work experience

Amanda – space at beginning of bullet point for typed reports, capitalize Summers, make sure dates are a consistent pattern (either the word “to” or a dash)

Learning Outcome(s)

Students will be able to identify qualities of a good resume and understand the importance of a customized resume. Students will also be able to make logical conclusions about the implications of having poorly written or “one size fits all” resume.

Resources Needed

1. Sample job posting
2. Sample resumes (good and bad) - Blackline Masters 7a and 7b
3. Paper for recording answers
4. Writing utensils

Reference material — **Job Search Tips for Teens** as found on Workforce Solutions' website

Modification and Extensions

- a part-time minimum wage position with no past, paid work experience.
- a college scholarship.
- an internship.
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- a college scholarship.
- an internship.



Veterinary Receptionist 77479

General Information

Job number ID: 685081	Employer Type: Private Sector
Employer Posting: 1010101	Openings: 1
Employer Address: 555 Pet Lane, Houston, TX 77233	

Job Description

- Veterinary receptionist is to provide support by handling daily clinical procedures, caring for animals, and assisting veterinarians and veterinary technicians in their daily tasks.
- Throughout the day, the public areas of the office (including the receptions area, waiting area, front desk, and public restrooms) are cleaned and straightened. At the end of the day, the receptionist will close the office as directed by the veterinarian.
- Candidates must pass a drug screen and background check. (Due to the nature of employer's business, company policy requires that candidates having criminal background or convictions will not be considered for employment.)

Additional Details

Work Week: Part-time up to 29 hours per week

Shift: Days (first)

Pay: \$8 - \$9 per hour depending on experience

Duration: Regular

Supervisory Experience Required: No

Federal Contractor: No

Veterans Only: No

Eagle Ford Shale: No

Barbie Taylor

8375 Cherry Street
Houston, TX 77089
(936) 727 – 1421
prettyprincess@gmail.com

My objective is to find work

SKILLS

- Excellent computer skills
- Fun-loving
- Easy-going
- Super sweat

EDUCATION

George Washington High School – Spring, Texas
M. B. Miller Middle School – Spring, TX
Roy Rogers Elementary School – Spring, TX

VOLUNTEER

Trinity Health Center, Spring, TX
Clerk
Summers 2012 to present

First Church, Spring, Texas
Volunteer
Summers 2010 to present

Smith Household, Spring, TX
Baby Sitter
2008 to 2010

Amanda Taylor
8375 Cherry Street
Houston, TX 77089
(936) 727-1421
amanda.taylor@gmail.com

Veterinary Receptionist 77479, Job Posting ID 685081

SKILLS

- Able to provide support: handle daily clinical procedures, care for animals and assist veterinarians and veterinary technicians in their daily tasks
- Willing to clean the public areas of the office and to close the office
- Computer Skills: Microsoft Word, Excel and Power Point
- Bilingual in English and Spanish: read, write, and speak Spanish fluently
- Punctual and reliable; flexible and adaptable; able to work in teams

EDUCATION

George Washington High School – Spring, TX currently in the 12th grade

- Expected date of graduation: Spring 2014

VOLUNTEER / COMMUNITY ACTIVITIES

TRINITY HEALTH CENTER, Spring, TX

summers 2012 to present

Front Desk Clerk

- Took phone messages for 4 departments
- Typed reports, flyers, and other documents using Microsoft Word and Publisher
- Assisted with fundraising events

FIRST CHURCH, Spring, TX

summers 2010 to present

Volunteer – Soup Kitchen

- Prepared food at proper temperatures and correct portions
- Served 150 to 200 people each event
- Cleaned dining and kitchen areas to health code standards

Smith Household, Spring, TX

2008 – 2010

Childcare Worker

- Cared for four children ages 1 to 7
- Assisted with homework, subjects including English, Math, and Science
- Encouraged creative play amongst children
- Administered appropriate discipline when necessary