

Going For It: Resume

Time Needed

- 20 Minutes

Skill/Grade Level

- Grade 4-12

Core Area

- Family and Consumer Science

Life Skills

- Decision Making
- Critical Thinking
- Problem Solving
- Goal Setting

Educational Standards

- 2.30
- 2.33
- 5.4
- 4.4

Core Curriculum

- Workforce Preparation
- Career Readiness

Objectives/Outcomes

- To give youth knowledge of and experience with creating and filling out essential documents important to the employment process.
- Participants will be able to identify positive character traits about themselves.

Introduction to Content

A resume is a record of your professional work history. It usually includes the following information:

- Name (K-3), Address (K-3) (4-6), Contact information/Phone Number (K-3) (4-6), Objective or interest in applying for the job, Educational background, Work history (newest/current position listed first), Skills/Characteristics, Hobbies/Interests, References

When we talk about skills and characteristics, we are trying to describe ourselves in positive ways that would be valuable to an employer.

Curriculum

Workforce Preparation & Career Readiness

Background Information

Written communication, online technology and the Internet have changed the way employers conduct their hiring processes. Getting a job in today's world can be very competitive and seem very impersonal. A hand delivered cover letter and resume to begin the employment process is mostly a thing of the past. Whether the job is a part-time hourly position or a full time salaried position, individuals must find ways to differentiate themselves from the rest of the job applicant pool. Resumes, accurate applications and catchy cover letters are ways to do that in our technology savvy world.

Materials Needed

- Paper
- Pencils

Learn more at www.kentucky4h.org or contact your county extension office.



Getting Ready

- Prepare learning environment
- Prepare teaching materials
- Become familiar with different teaching strategies for each age level

Procedure (continued)

Have participants work together in pairs to come up with skills and identify work experience that could be used to introduce themselves to others. Ask them to write down 3 skills that they think people would look for in an employee. (What chores do they have at home, have they taught younger brothers and sisters how to play games or watched them for their parents, are they part of a team at home (cleaning house or room) or in school (group classroom tasks?) Are they organized?

Share/Process/Generalize (Reflect)

Share:

What did you do in this activity?

How did you prepare to complete this activity?

What was the importance of this activity?

Process:

What are some things to be careful of and discuss when completing this activity?

What does the information communicate to the employer?

Generalize:

How will you use this information or these documents in the future?

How will this activity help you in the future?

Going For It: Resume

Apply

- Why is it important to be able to describe ourselves to others?
- What are some other situations where you think this might be helpful?

Supporting Projects/Events

Award & Recognition

References

UK Cooperative Extension World of Work Book 3 page 14.- 1. See UK Cooperative Extension, World of Work, Book 3 (date), for instructional information on cover letters; “Build Your Future” National 4HCCS Curriculum

Authors

Dianna Reed, Extension Agent for 4-H Youth Development Education, Johnson County; Charles E. Stamper, Ed.D., Extension Special Projects Coordinator 4-H Youth Development Education, Editor; Jessica Watkins, Administrative Assistant, Formatting

Extended Learning

Civic Engagement

Communications

Future Readiness

Volunteering

Junior Mentor/Teen