

VELS	Year	Blueprint	MIPs and MIPs Best Practice Framework
Level 6 – Physical, Personal and Social Learning Personal Learning Strand – Dimension: Manage Personal Learning	9, 10	Phase 2 (C) Career Building 11.2 – Understand and experience the career building process	MIPs Aim: Develop Skills to manage their pathways throughout their working lives MIPs Aim: Develop their knowledge, understanding and experience of opportunities in education, training and employment Best Practice Framework 3: Pathways and Planning Process

RESUME

Teachers' notes

Outcome

Prepare a basic *résumé*, curriculum vitae, or personal data sheet that is developed and stored electronically.

Rationale

The electronic storage of information has revolutionised the way in which we present a wide range of information.

Digital photography and scanners enable us to store work samples and computer networks provide a focal point for the storage of material. Students can store their *résumés* electronically, which makes it easier for students to modify their *résumés* to suit the particular job or employer. Students can also present their *résumés* electronically for employers to review when requested.

Task description

1. Teacher reads through each part of the 'Preparing a *résumé*' and '*Résumé* checklist' worksheets and facilitates a whole-class discussion. A key point of this discussion should be the need for records to be kept electronically to be regularly updated and backed up.
 - a. Explain the different terms that can be used, e.g. *résumé* or curriculum vitae.
 - b. Discuss with students when or how to use their *résumés* and the best ways to store the information, e.g. on the computer network or on disk. What are the advantages and disadvantages of including the students' photographs in their *résumés*?
2. Students work individually (or in pairs) to each develop an effective *résumé* using computers, scanners, etc. so that their *résumé* may be stored electronically and easily accessed/updated. (This activity may be completed as a project over a number of weeks.)
3. Students develop a list of 'action' words and statements.
4. Students should be made aware that their *résumés* will form part of their portfolios.

Extension activities and Local Standards

- Invite a local Job Network Agency, Local Community Partnership or Human Resources person to talk to the students about marketing themselves and what makes a good resume. The speaker could also talk about addressing a selection criteria, letters of application and cold canvassing
- Keen students may be encouraged to design their own web pages for the Internet.

Suggested resources

- Copies of 'Preparing a *résumé*' and '*Résumé* checklist' worksheets
- Examples of *résumés* or curriculum vitae (make sure they are Australian)
- Student access to computers, scanners, disks, etc
- *Job Guide* – in print (Section 2) or online at: <http://jobguide.dest.gov.au/>
- The DEST website at <http://www.dest.gov.au/schools/careers/WriteResume.PDF>

Career competencies

This activity links to the Planning step in <http://myfuture.edu.au>.

Worksheet 1: Preparing A Résumé

A résumé is a summary of your personal details. Sometimes the term curriculum vitae (CV) is used instead of résumé.

The purpose of a résumé is to give the employer as much relevant information about yourself as possible.

A résumé is useful because you can:

- refer to it each time you are writing a letter of application or filling out an application form
- take copies to job interviews or to employers you decide to visit
- send copies to employers when answering job advertisements or making 'on spec' applications by mail.

Once you have prepared an accurate résumé and stored it electronically, it is very easy to update it as changes occur in your personal situation, e.g. a change of address, or altering it to meet the needs of specific jobs. Most people update their résumé as they progress in their careers, and modify it for each job they apply for.

Each time they change their job or undertake additional training, they create a new résumé to include that information.

Key points

- You should attach a résumé to your letter when applying for a position. A résumé is sometimes called a curriculum vitae (CV).
- It is your advertising material and a brief summary of you and the skills and experience you have to offer an employer.
- It is relevant to the job you are applying for.
- An effective résumé is often the deciding factor in whether or not you 'get a foot in the door' with the employer who advertises the work.

Remember

Employers often have to read hundreds of applications. It is therefore, important to:

- keep your résumé neat
- use major headings to state important points
- select the information that is relevant to the job you are applying for
- enter the résumé information on a computer and print a new copy for each employer or job application. It looks neater, is easier to read and can be stored electronically
- check to make sure it is error free, clear and concise (use computer software to do this as well as having a couple of people read it over for you).



Résumé Worksheet 2: Résumé Checklist

Use the following checklist to guide you in your preparation of your CV or résumé and then develop your résumé on a computer.

You may also need to scan in a photo of yourself if the employer requests this.

Checklist	✓
Title of the document, e.g. résumé, curriculum vitae	
Your given names and surname	
Your full address	
Your telephone number	
Your career goal	
Your educational background: high school(s) attended and level completed. Put the most recent first.	
Employability skills you have developed	
Your employment history: name positions held, employers and duties. Include work experience, part-time, casual and volunteer work	
Your interests: include hobbies and membership of clubs and organizations	
Your strengths and abilities	
Referees and references: give the names and addresses of one or two people who will provide information about you.	
A referee is someone who is willing to give information about you over the telephone (NOT someone who has the same last name as you!).	
A reference is information about you written or provided by someone who knows you or your family. It is normally in the form of a letter (you can scan it and store it electronically).	
Make sure you contact your referees to make sure they are willing to give information about you.	
Remember to refer to previous activities which demonstrated your strengths, interests and abilities.	
Your résumé should be typed, stored electronically and a hard copy (paper) presented as the first pages in your work portfolio.	

Résumé outline

NAME: _____

ADDRESS: _____

TELEPHONE NUMBER: _____ include mobile phone number if you have one

CAREER GOAL: _____

EDUCATION:

- where you went to secondary school: put the most recent first
- highest level achieved
- subjects passed last year/semester.

WORK EXPERIENCE:

- details of part-time or holiday jobs: give the name of the business, dates, duties and responsibilities
- work experience undertaken while at school: give the name of the business, dates, duties and responsibilities.

EMPLOYMENT HISTORY (part-time, casual or volunteer work):

- business name and address
- work undertaken
- starting and finishing dates.

EMPLOYABILITY SKILLS:

such as:

- problem solving
- teamwork
- communication
- technology skills.

HOBBIES, SPORTS AND INTERESTS:

- such as playing guitar, member of a basketball club. (team sports are good to include as they demonstrate your ability to work as part of a team)

SKILLS AND ATTRIBUTES:

- such as leadership attributes (you could have been a prefect, house captain or a member of the Scouts or Guides).

ACHIEVEMENTS:

- any certificates you have gained or courses you have undertaken
- details of any scholarships awarded.

REFEREES (details for one or two referees):

- business name if relevant
- name
- address
- telephone and facsimile numbers
- relationship (to you) or professional title.

REFERENCES:

References are sometimes given by previous employers (a work reference), a Justice of the Peace or a business person who knows you personally (a character reference) or your teacher or principal (a school reference).