

Activity: Build a Resume**Focus:** How To Create A Resume**Grade Range:** 8th**Time:** 45 minutes**INSTRUCTIONS**

1. Begin the lesson by giving an introduction to CincySHRM. Use the included slide deck and follow slides 1-3. On slide 3 follow the guidelines in the notes to inform your team's rationale for presenting about SHRM.
2. Continue by posing these initial questions: "What is a resume?" and "Why is having a resume important?"
3. Resume the slide deck and talk through slides 4-5. Engage in discussions with the students about the difference between a "High School Resume" and a "Working Resume." (Refer to slide notes)
4. Transition to slide 6 to showcase what should be included in a marketable resume.
5. Pause here to complete the "Build a Resume" activity with the students. (Slide 7)
 - a. Note: Ask students to raise their hand if they've done this Module before. If they have, ask them to make sure to do a different set of Resume Building cards for the activity
6. If students are not already, have them break into small groups (4-5 students and at least 1 mentor).
7. Each group will need 1 set of the "Resume Building Cards."
8. Instruct students to work together to position the cards in a way that creates a functional resume. Students should discuss the rationale of card choices and positions. If needed, show slide 8 with an example resume. Mentors should facilitate discussions and ask questions that might challenge where they position cards. (Allow ~10 minutes; *Note: some cards are not meant for the resume—challenge for students to notice they do not belong.)
9. Once students have completed the activity with their mentor's approval, bring students' attention to slide 9 to debrief the activity and discuss what was learned. (~5 minutes)
10. Project slide 10. Describe the options for creating and saving their resume digitally, as well as possible resources for additional help.
11. Move to slide 11 and introduce the final task "Challenge #1" to the students where they will be building a Resume & Job Application Cheat Sheet based on their academic goals, volunteer interests, club and sports participation, and employability skills. Pass out the Resume & Job Application Cheat Sheet to students. Mentors should guide students through their templates and assist where needed.
 - a. Tip: If time allows, start this during class!
12. End Module 1 with slide 12 having **ALL students present during today's activity take a couple of minutes to complete the survey using the link or QR code.**

SYNOPSIS

Students will have the opportunity to learn the value and purpose of having a resume. Topics included in this Module are:

- Where you can create a resume
- What should be included on a resume
- How to save a resume for job applications

MATERIALS

- Module 1 Slide Deck
- "Resume Building Cards"
- Copies of "Example Student Resume" and "Example Action Verbs" for reference (suggested 1 per group)
- Copies of SHRM/AAC "Resume & Job Application Cheat Sheet" Template (1 per student)

TIPS

- Ask clarifying questions throughout the Module to check for student understanding.
- Fill out a resume & job application cheat sheet alongside the students to provide extra guidance.

RESUME BUILDING CARDS: SET #1

Volunteered at church	Babysit for a neighbor	Expected to graduate in 2028
Very organized	Name: Sally Mae Email: sallyluvstiktok@gmail.com	Captain Varsity Basketball
Proficient in Google Applications (Docs, Sheets, Slides, Gmail)	Works well in a team or group	Loves to chew gum
Enjoys being outside	Member of the National Honor Society	Excellent swimmer

RESUME BUILDING CARDS: SET #2

Member of the Spanish Club	Enjoys playing video games	Quick to learn new things
Works well independently	Played Soccer for 3 months	Volunteered at local animal shelter
Name: Karter Smith Email: ksmith10@yahoo.com	Academic Honor Roll	Can use Microsoft Windows Applications (Word, PowerPoint, Excel)
Provide dog-walking services for family members	Expected to graduate in 2029	Doesn't like to read

RESUME BUILDING CARDS: SET #3

Name: Nevaeh Allen Email: nevaehallen@gmail.com	Excellent communication skills	President of Student Council
Works best in a group setting	Captain of the girl's tennis team	Volunteered at local food pantry
Expected to graduate in 2027	Leadership skills	Loves TikTok
Can effectively use MS Office applications	Babysat one time	Speaks basic Spanish



RESUME BUILDING CARDS: SET #4

<p>Name: Susie Griffin Email: griffin.susie@gmail .com</p>	<p>Likes to cook</p>	<p>Model UN participant</p>
<p>Team player and independent worker</p>	<p>Captain of the Debate Team</p>	<p>Volunteer reader at Cincinnati Public Library</p>
<p>Expected to graduate in 2026</p>	<p>Loves dogs</p>	<p>Has 200,000 followers on TikTok</p>
<p>Public Speaking experience</p>	<p>Girl Scouts Gold Award Recipient</p>	<p>Piano lessons (3 months)</p>

RESUME BUILDING CARDS: SET #5

Oldest of 4 children	Twitch Streamer	President of French Club (2022-present)
Prefers to work alone	National Honors Society (2020-present)	Cub Scouts (2014-2016)
Expected to graduate in 2024	Name: Kevin Sawyer Email: kevin.sawyer@hotmail.com	Level 20 Minecraft
Organized coat drive for Rec Center	High School Camp Counselor (Summer 2023)	Proficient in close up magic

RESUME & JOB APPLICATION CHEAT SHEET

○ Your Information

- Name: _____
- Birthdate: _____
- Best Contact Phone Number: _____
- Best Contact Email Address: _____
- School Name: _____
- School Address: _____

○ Employment / Volunteer History (most recent first)

- Company Name: _____
- Company Address: _____
- Company Phone Number: _____
- Dates of Employment/Volunteering: _____

○ Employment / Volunteer History

- Company Name: _____
- Company Address: _____
- Company Phone Number: _____
- Dates of Employment/Volunteering: _____

○ Employment / Volunteer History

- Company Name: _____
- Company Address: _____
- Company Phone Number: _____
- Dates of Employment/Volunteering: _____

○ Reference

- Name: _____
- Best Contact (email address or phone number): _____
- How do you know this person: _____
- How long have you known this person: _____

RESUME & JOB APPLICATION CHEAT SHEET

○ Reference

- Name: _____
- Best Contact (email address or phone number): _____
- How do you know this person: _____
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- Name: _____
- Best Contact (email address or phone number): _____
- How do you know this person: _____
- How long have you known this person: _____

○ My Skills

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

○ Job Application Check List

Did I read the job application thoroughly?

Do I meet the necessary/minimum requirements?

Am I applying within the job application window?

Do I have the necessary documentation to apply to a job as a minor?

Minor Work Permit

Resume

Job Application Cheat Sheet



The Greater Cincinnati HR Association

EXAMPLE STUDENT RESUME

Sample Resume for High School Students

Jane Doe
12 Snelling Avenue
St. Paul, Minnesota 55116
(651) 555-1111
jane.doe@spps.org

Education Highland Park Senior High, class of 2008 (3.8 GPA)

Experience

- St. Paul Public Library—University Branch (June 2005-present)
 - Maintained library database on checked-out materials.
 - Coordinated volunteer program for Story Time.
 - Organized card catalog to incorporate new materials.

National Honor Society (2003-present)
Participated in several volunteer activities, including: building a house for Habitat for Humanity (50 hours), collecting food for the St. Paul Food Shelf (80 hours), and organizing the Honor Society Induction Ceremony.

Activities

- National Honor Society (2003-present)
- French Club (2002-present)
- Cross Country (2002-present)
- Piano lessons (10 years)

Awards

- A Honor Roll, 8 quarters
- Outstanding French Student, 2004
- Volunteer of the Year, 2005

References
Available upon request.

Contact Information: should be at the top of your resume—include name, address, phone number, and e-mail (if you have it). Separate it out by centering it and making it bold. If you have a college address separate from a home address, use both.

Education: include graduation date and GPA if it is 3.0 or higher.

Formatting Experiences: (2 options)

- Heading line (include title and dates) followed by bulleted list—see Work Experience as example.
- Heading line (include title and date) followed by narrative list—see Volunteer Experience as example.

Writing About Experiences

Regardless of style, begin each phrase/sentence/ bullet with an *active verb*. See the examples to the left: maintained, coordinated, organized, participated... see back of page for more examples.

Headings The expected headings would be: education, experience (work or volunteer), but the others are up to you. Use the ones that work best. Other possibilities: skills, additional experience, related experience, leadership experience, research experience, writing experience, computer experience, objectives, leadership, related coursework, work experience, volunteer experience, anything that fits your particular qualities.

General Formatting You should have 1 inch margins, major headings (like 'Education') on the left, then indent with additional information below—for example, notice how National Honor Society is lined up below St. Paul Public Library. Use a traditional font (New York, Arial, just not cursive...) at 12 point size. It should all fit on one page. Remember, it needs to be easy to read—keep it simple and organized!

Other things to remember:

- proofread, proofread, proofread!
- Check for punctuation and spelling.
- Check for format and style consistency.
- Show your resume to a friend.
- Use resume weight paper (available in copy centers).
- Pick a light, neutral color, like white or ivory.
- Laser print it or have it done at the copy center.
- Get matching envelopes and paper for cover letters.

EXAMPLE ACTION VERBS

Management Skills

administered • analyzed • assigned • chaired • consolidated • contracted • coordinated • developed • directed • evaluated • executed • improved • increased • organized • oversaw • planned • prioritized • produced • recommended • reviewed • scheduled • strengthened • supervised

Communication Skills

arranged • authored • collaborated • convinced • developed • directed • drafted • edited • formulated • interpreted • mediated • moderated • negotiated • persuaded • promoted • publicized • reconciled • recruited • translated • wrote

Research Skills

clarified • collected • critiqued • diagnosed • evaluated • examined • extracted • identified • inspected • interpreted • interviewed • investigated • organized • reviewed • summarized • surveyed

Technical Skills

assembled • built • calculated • computed • designed • devised • engineered • fabricated • maintained • operated • overhauled • programmed • remodeled • repaired • solved • upgraded

Teaching Skills

adapted • advised • clarified • coached • communicated • coordinated • demystified • developed • enabled • encouraged • evaluated • explained • facilitated • guided • informed • instructed • persuaded • set goals • stimulated • trained

Financial Skills

allocated • analyzed • appraised • audited • balanced • budgeted • calculated • computed • developed • forecasted • managed • marketed • planned • projected • researched

Creative Skills

acted • created • customized • designed • developed • directed • established • founded • illustrated • initiated • instituted • integrated • introduced • invented • originated • performed • planned • revitalized • shaped

Helping Skills

assessed • assisted • clarified • coached • counseled • demonstrated • diagnosed • educated • expedited • facilitated • familiarized • guided • motivated • referred • rehabilitated • represented

Clerical or Detail Skills

approved • arranged • catalogued • classified • collected • compiled • dispatched • executed • generated • implemented • inspected • monitored • operated • organized • prepared • processed • purchased • recorded