



Teachers' notes

Year level
Year 7, 8, 9, 10

VELS
Level 5 & 6



Time Two hours

Purpose

Prepare a resume and investigate the merits of different styles of resumes.



Rationale

Young people need to understand the importance of resumes as a tool for promoting themselves to employers. As Australia has one of the highest participation rates of secondary school students in part-time work, it is useful for secondary students to be introduced to resume writing skills early in their secondary schooling.



Activities

The first activities are designed for all secondary students to enable them to write a resume appropriate to their level. Later activities, examining the different organisational styles of resumes, are important for more senior students.

1. Discuss resumes/curriculum vitae with the class and ask for input from any students who have already prepared resumes.
2. Distribute the handout *What is a resume?* and have students discuss in small groups.
3. Students in groups research the web based sources of information on resumes (*myfuture*, *Job Guide*, *Youth Central* etc.) and report their findings to the class.
4. Students prepare their own master copy resume.
5. Students use the newspaper advertisements or the internet to find a job they would be interested in applying for, then prepare a targeted resume for this position.
6. Students prepare a scannable resume using the guidelines in the handout.

Senior students

7. Students explore the three ways of organising their resumes: the chronological, functional and combination/hybrid model. In small groups they develop scenarios where the different resumes would be most appropriate. The *Best resume for the job* handout can be distributed prior to the scenario writing if the students need it, or discussed after the scenarios have been presented.



Writing winning resumes

Resources



- Copies of newspapers, including job advertisements sections
- Copies of the *What is a resume* sheets (3 pages)
- Copies of the *Scannable resume* sheet (1 page)
- For senior students copies of the *Comparing resumes* sheet (1 page)
- For senior students copies of the *Best resume* for the job sheet (1 page)
- The Facts section of the *myfuture* website at <http://www.myfuture.edu.au>
- The Looking for work – Your resume section of the *Job Guide* <http://www.jobguide.dest.gov.au>
- Applying for jobs – Writing resumes section of *Youth Central* website <http://www.youthcentral.vic.gov.au/>

Victorian Essential Learnings (VELS)

Level 5 and 6

| Strand | Domain | Dimension |
|--|---|---|
| Physical, Personal and Social Learning | Personal Learning | The individual learner Managing personal learning |
| Discipline-based Learning | The Humanities – Economics | Economic knowledge and understanding |
| Interdisciplinary Learning | Communicating | Presenting |
| | Information and Communications Technology | ICT for visualising thinking ICT for creating ICT for communicating |
| | Thinking Processes | Reflection, evaluation and metacognition |