

In this activity students will view sample resumes, create their own resume, review each others' resumes and provide useful feedback to one another.

LIFE: ACTIVITY 3

CAREER EXPERIENCE NEEDED

1. As a class, discuss the following questions:
 - What is a resume, and when would you need one?
 - Which of the job options presented in the article on page 52 would require a resume?
2. Provide students time to locate sample resumes for high school students online, or if you have previously found some, distribute them to the class. Possible websites to find resume samples: www.aie.org and www.jobsearch.about.com
3. Ask students to review sample resumes and to note which format would be most appropriate to use for their own circumstances.
4. Assign students the task of creating their own resume using one of the sample formats found online or a word processing program template. This may require more than one class period or completion at home.
5. Once students have completed their resumes, have them get into groups of four to five students and arrange their desks in a circle. They should each pass their resume along with a blank sheet of paper to the person on their left, who will read the resume and record feedback on the blank page. Allow a few minutes for the first round, then have students pass their resumes to the left again. Repeat the process until each resume returns to its original owner, who can review the feedback and use it to improve his or her resume.

To follow reading and discussion of **Take Charge of That Job Interview** on page 52.



Materials/Preparation

- Internet access print-outs of sample resumes found online

Take it to the NEXT level:

Invite managers of local companies or businesses who are responsible for hiring to critique student resumes and offer other advice about the job search process.