

Unit 3
Resumes

3.1. Warm-Up Questions

1. What is the purpose of a resume?
2. What should be included on a resume?
3. How long should a resume be?

3.2a. Basic Elements of a Resume:

- a) Name, Address, Contact Information
- b) Education
- c) Achievements/Certifications
- d) Work Experience
- e) References

3.2b. Sample Resume: *Fill in the information about yourself.*

Name _____	
Address _____	
Phone _____	
EDUCATION <i>(Most Recent First)</i>	
School Name	Degree Awarded
_____	_____
_____	_____
_____	_____
ACHIEVEMENTS / CERTIFICATIONS	

WORK EXPERIENCE *(Most Recent First)*

Dates of Employment

Company Name

Title

Responsibilities *(Stay consistent with verb tense!)*

- _____
- _____
- _____
- _____

Dates of Employment

Company Name

Title

Responsibilities *(Stay consistent with verb tense!)*

- _____
- _____
- _____
- _____

Dates of Employment

Company Name

Title

Responsibilities *(Stay consistent with verb tense!)*

- _____
- _____
- _____
- _____

After you have filled out the necessary information, exchange your resume with a classmate. Check for spelling and grammar mistakes. Give suggestions on what could be added or deleted.

At home, type up your resume and bring it back to class. Compare resumes with other students. Look at elements such as font, spacing, bold titles, and overall appearance.