

Resume 101

WebQuest Description: This webquest will walk you through the steps necessary to create a great real world resume.

Grade Level: 9-12

Curriculum: Life Skills / Careers

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Introduction

Learning Goal: The student will use digital technology to analyze the structure and formats of different workplace resumes and cover letters. Students will review different resume samples and cover letters on line and use this information to create their own resume and cover letter. Student will select appropriate information in order to develop their own formal resume and cover letter. A resume is a quick advertisement of who you are. It is a "snapshot" of you with the intent of capturing the readers' (aka the manager or hiring manager) attention by emphasizing your experience and interests in the hopes of securing an interview. The purpose of a resume is to provide a summary of your skills, abilities and accomplishments. Since your resume is the potential employers' first impression of you it must be written with care. This webquest is designed to guide you through the entire process. Watch the below video on Why High School Students Need a Resume.

Tasks

Your task is to create a real world resume and cover letter. The resources listed below have all the information you need to create a professional real world resume that you can actually use in your job search. You can use the resources listed below or you can Google sample resumes for high school students and cover letters to do this on your own. Helpful Hint - Using the resume template included in this WebQuest will make the task a lot easier (and it includes all the information for a good grade) than doing it on your own or in another program, but that's up to you.

Process

RESUME Gather all the below information: Contact information: name, address, phone number, email (your email address should be professional and grown up - no one is going to hire TwerkItGurl97). Job objective: why you want the job Education: school name, class of, city, state, dates attended Work / volunteer history / community service experience: month and year employment began - month and year employment ended, company name, city, state, position and job title, job duties and responsibilities Achievements: List academic (GPA if it is 3.0 or higher) and other school achievements. Include these only if they relate to your job objective. Courses, Certificates, Projects, Special Training Activities: List sports, clubs, etc. as well as dates of involvement (include positions of leadership and responsibility) Skills: List computer, language or other personal skills here References: 3 and they cannot be a relative. First and Last Name, phone number, email address, organization and how they know you. DO NOT assume someone will be a reference, ask them, in advance! Easy way - Open the resume template on the prior page, input your information using the format and save it onto your school account and title it last name.firstname.resume.doc. Hard way - anything other than using the above template. Save your resume to your school account in the following format: last name.firstname.resume.doc and print it out. REVIEW your resume like a fiend - review for formatting, spelling, consistency, layout, etc. IT HAS TO BE PERFECT! One spelling error is enough to have your resume thrown in the trash! **COVER LETTER** Review the cover letter writing process. Microsoft Word has cover letter templates (open a new document in Microsoft Word and search cover letter). Write your own cover letter and save it using the following format: first name.lastname.coverletter.doc and print it out a review again like a fiend.

Evaluation

You must turn in a resume and cover letter. These should be impressive, as your resume and cover letter could be the first impression you give a potential employer. You will be scored per the information on the direction page and the rubric below.

Category and Score	Needs Much Improvement	Needs Some Improvement	Good	Excellent	Score
Content & Order	The resume does not include all the required elements and is not in the correct order.	The resume includes all the required elements but they are not in the correct order.	The resume includes all the required elements in the correct order.	The resume includes additional elements (in addition to the required ones) in the correct order.	20
General Formatting:	The resume is not formatted to the general formatting specifications.	The resume is formatted to some of the general formatting specifications.	The resume is formatted to most of the general formatting specifications.	The resume is formatted to all of the general formatting specifications.	20
Grammar / Spelling:	The resume has more than 4 grammar or spelling errors.	The resume has 2-3 grammar or spelling errors.	The resume has 1 grammar or spelling errors.	The resume has zero grammar or spelling errors.	20
Cover Letter	Cover letter needs significant improvement and would be discarded (along with your resume) during screening.	Cover letter is ok, it might get your resume reviewed.	Cover letter is pretty good, it might get your resume passed along.	Cover letter is great and should get you the interview!	40
				Total Score	100

Conclusion

Hopefully at this point you have a great resume to print and take with you on your next job hunt. Your resume is one of the most important documents you will ever produce - it might mean the difference between being employed or not! Next Up - how to prepare for the interview!

Teacher Page

The webquest was created for my reading students so they could research, create and produce a relevant real world document. This webquest fulfills many of the Sunshine State Standards Language Arts / Reading standards dealing with technology and creating real world documents.
 Learning Goal: The student will use digital technology to analyze the structure and formats of different workplace resumes and cover letters and select appropriate information in order to develop their own formal resume and cover letter. FL SSS LA 612 613 633 642

Standards

Credits

Other