



## Prepare Your Résumé

In this project, you will research two types of résumés and use the information to create your own résumé. You and your peers will review one another's résumés, and you will use the feedback to revise your document and prepare it for print and online applications.



### My Journal

If you completed the journal entry from page 220, refer to it to see if your thoughts have changed after reading the unit.

## Project Assignment

In this project you will:

- Research two kinds of résumés.
- Make a list of your work experience and your specific workplace skills.
- Decide on the best résumé format.
- Use the information to create your résumé.
- Work with a partner to assess your résumé and offer feedback.
- Refine your résumé, and create a text version for online job sites.
- Use what you have learned to create an oral report about the experience.

### THE SKILLS BEHIND THE PROJECT

Key personal and relationship skills you will use in this project include:

- Communicating respectfully
- Accepting constructive criticism
- Offering constructive feedback

### Academic Skills



#### English Language Arts

**NCTE 5** Use different writing process elements to communicate effectively.

**NCTE 8** Use information resources to gather information and create and communicate knowledge.

## STEP 1 Research Different Types of Résumés

Use the information about résumés from Chapter 16, the Career Appendix in the back of this book, and other resources to find two different ways to organize a résumé.

- A chronological résumé organizes information by work experience, from the most recent to the least recent.
- A skills-based résumé focuses on skills that are suitable for the workplace, and examples of how you have used the skills.

## STEP 2 Prepare Your Résumé

Make a list of your work experience and related skills. Then decide if a chronological or skills-based résumé is more appropriate for you. Use a word processing program to create your résumé. You may wish to use the résumé builder in the *Career Plan Project Workbook* at this book's Online Learning Center at [glencoe.com](http://glencoe.com).

### Writing Skills

- Describe the duties for work positions held or skills demonstrated.
- Use proper grammar, spelling, and punctuation.
- Edit the information you have written to be concise and professional.

### STEP 3 Connect with Your Peers

Follow your teacher's instructions to form pairs. Exchange résumés with your partner. Review the information on your partner's résumé, and prepare three questions about the experience listed. Ask your questions, and take notes about the questions your partner asks you. Give each other constructive feedback about the résumés.

#### Listening Skills

- Take notes during the discussion.
- Listen attentively.
- Demonstrate understanding of your partner's questions.
- Answer questions fully and directly.

### STEP 4 Build Your Portfolio Project

Use the Portfolio Project Checklist to plan and build your portfolio project and give an oral report to share what you have learned with your classmates.

#### Communication Skills


- Use standard English to communicate.
- Be sensitive to the needs of your audience.

### STEP 5 Evaluate Your Project

Your portfolio project will be evaluated based on:

#### Academic Skills

- Research and self-evaluation skills
- Proper spelling, grammar, and punctuation
- Technology and formatting skills
- Structure and organization of the information on your résumé
- Clarity of your presentation
- Speaking and listening skills

 **Evaluation Rubric** Go to this book's Online Learning Center at [glencoe.com](http://glencoe.com) for a rubric you can use to evaluate your final project.

## PORTFOLIO PROJECT CHECKLIST

### Plan

- ✓ Incorporate your partner's feedback.
- ✓ Proofread and use spell-check on your résumé.
- ✓ Use professional fonts and design to improve the look of your résumé.
- ✓ Save a copy of your résumé as a text file to paste into online job forms, and fix any spacing issues.

### Present

- ✓ Create a five-minute oral report to share what you learned about preparing a résumé with the class.
- ✓ Invite the students to ask questions. Answer any questions. Demonstrate in your answers that you respect their perspectives.
- ✓ Turn in a copy of your résumé and your notes. Place a copy of your formatted résumé in your portfolio.

## Portfolio Highlights

### Résumé Design and Style

A well-designed résumé can help your search for a career. Potential employers will be able to spot key experience and skills more quickly and will be more likely to keep your information on file. However, a poorly designed résumé can distract employers from noticing your skills.

#### Highlight Important Information

Use italics and bold type to highlight job titles or important skills. You may want to use graphic elements, such as lines and boxes, to separate the parts of your résumé. Avoid using all capital letters, as this can make the information difficult to read.

#### Create a Professional Design

Design elements such as fonts, graphics, and templates can be distracting if used too frequently. Your résumé should look eye-catching, but it should also look professional and be easy to read. Give your résumé to two or three different people to get feedback on design format and readability.

#### Keep It Brief

Try to keep your résumé to a single page. Add new experience and skills as soon as possible to keep your résumé up to date.