**Resume Builder Activity** – Instructions

**Objective:**

* Teach students how to start, build, and enhance their resumes. This will be beneficial when seeking job opportunities during the summer or before attending college.

**Time:**

* Thirty minutes to one hour or more, depending on the discussion.

**Materials Needed:**

* There are two options for this lesson:
  + Use computers and internet access.
  + Using the printed worksheets below, with students creating their resumes electronically at a later date.
* Printed copies of the three student worksheets below.
* Prizes or incentives for participation (optional).

**Activity Steps:**

1. **Introduction – What is a Resume? (5 minutes):**

* Explain the purpose of a resume and why it’s important to have a professional one when applying for summer jobs. Whether they are on-campus, off-campus, or work-study jobs, a resume is necessary.
* Discuss the key components of a resume. Such as contact information, objective/summary, education, work experience, skills, and additional sections like volunteer work, awards, or certifications.

1. **Explore Utah Colleges Resum****e Templates – Worksheet #1 (15 minutes):**

* Inform students that the best starting point is using a template. Utah colleges provide free resume examples and templates available for their use.
* Electronic Instructions – Computer required.
  + Print out Worksheet #1 below or share it on your screen so students can explore different options as they begin crafting their resumes.
  + Have students select a template and get started.
* Paper Instructions – For those without computer access.
  + If students do not have computer access, print out Worksheet #1 and instruct them to look at different templates when they have access to a computer.

**Resume Builder Activity** – Instructions (continued)

1. **Fill Out Resume Template or Resume Worksheet (20 minutes):**

* Electronic Instructions – Computer required.
  + There are two options:
    - Print out Worksheet #2 for students to complete. They can transfer that information to their online template.
    - Alternatively, students can start directly by filling out their own resume template.
* Paper Instructions – For those without computer access.
  + Print out Worksheet #2 and distribute it to your students. Ask students to complete the worksheet, and then instruct them to transfer the information to a resume template when they have computer access.

1. **Review and Refine (10 minutes):**

* Print or share Worksheet #3 – Additional tips and examples. Ask students to review their resume information one last time using these tips and examples. Make sure they check for spelling and grammatical errors.

1. **Seek Feedback (5 minutes):**

* Ask students to share their resumes with one or two peers and share feedback.
* Students can also turn in their resume or resume worksheets into the teacher, counselor, or adviser for review and feedback.
* Additionally, encourage students to share their resumes with their parents or guardians for more help.

1. **Save and Print (5 minutes):**

* For students who have a final draft of their electronic resume, ask them to save it as a PDF and print a few copies to keep on hand. Summarize key takeaways from the activity.

**Resume Builder Activity** – Instructions (continued)

**Additional Tips to Recommend:**

* Resume should only be one page.
* Use action verbs to describe their experiences. For example:
  + Assist
  + Develop
  + Volunteer
  + Tutor
  + Create
  + Analyze
  + Organize
  + Manage
  + Solve
  + Collaborate
  + Coordinate
  + Train
  + Communicate
* Students should tailor their resume for each job application by highlighting the most relevant experiences and skills.

**Worksheet 1** – Utah Colleges Resume Templates

**Instructions:** Find a resume example or template you’d like to use and build your own resume.

**Resume Examples and Templates:**

* **Brigham Young University - Private (template):** [careers.byu.edu/students/hiring-resources/resumes/resume-templates](https://careers.byu.edu/students/hiring-resources/resumes/resume-templates) - Select “Resume Template General” (download).
* **Davis Technical College (instructions and example):** [davistech.edu/career-placement-services](https://www.davistech.edu/career-placement-services) - Scroll down to “Resources” and click “Resume & Formatting”.
* **Salt Lake Community College (instructions and examples):** [slcc.edu/careerservices/docs-and-images/resource-documents/the-resume-and-cover-letter-workbook.pdf](https://www.slcc.edu/careerservices/docs-and-images/resource-documents/the-resume-and-cover-letter-workbook.pdf) - Workbook for resumes and cover letters, go to pages 14-16.
* **Snow College (instructions, templates, and examples)**: [snow.edu/offices/career/resumesandcoverletters.html](https://www.snow.edu/offices/career/resumesandcoverletters.html) - To find the template, scroll near the bottom of the webpage and find “Resume Examples & Templates”.
* **Southern Utah University (template, examples, and instructions):** [suu.edu/careercenter/resume.html](https://www.suu.edu/careercenter/resume.html) -Find the “Resume” header and scroll down to the drop-down boxes. Click “Resume Examples and Templates” (download).
* **Southwest Technical College (template):** [stech.edu/students/jobsearch/](https://stech.edu/students/jobsearch/)—Scroll down to the blue circle icons and find “Resume Template.” You won’t be able to edit the document, but you can download it by selecting File=>Download.
* **University of Utah (example/PDF template):** [careers.utah.edu/getting-started/](https://careers.utah.edu/getting-started/) - Scroll down to “Take Your First Steps” and then find the box labeled “1. Create A Resume”.
* **Utah State University (instructions and template):** [usu.edu/career-design-center/students/resume-basics](https://www.usu.edu/career-design-center/students/resume-basics) - The template is located on the right-hand side in a box that says, “On This Page,” at the bottom of that box labeled “Example Resume”.
* **Utah Tech University (template and instructions):** [career.utahtech.edu/student-services/](https://career.utahtech.edu/student-services/) - Find the title “Resumes and Cover Letters” and click on both the “Resume Worksheet” and “Basic Resume Outline” (download required).
* **Utah Valley University (example and instructions):** [uvu.edu/career-internship/students/resources.html](https://www.uvu.edu/career-internship/students/resources.html) - Find the box titled “Career Preparation” and select “Resume Handout”.
* **Weber State University (instructions, examples, and templates):** [weber.edu/goddard/Resume.html](https://www.weber.edu/goddard/Resume.html) - Find “Resume | Examples” and download the “Goddard Resume Template”. Below the templates, there are guides to help you.

**Worksheet 2 –** Resume Builder Worksheet

**Instructions:**

Please complete the following information to build your resume. After completing this form, transfer the information to a digital document to save and print. See **Worksheet 1** for free resume templates and examples from our Utah colleges.

**Resume Building Worksheet**

**Section 1: Personal Information**

* Full Name:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Phone Number:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
*Example: (801) 555-1234*

* Email Address:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
*Example: student.name@email.com*

* LinkedIn Profile (if applicable):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
*Example: linkedin.com/in/student*

* Address:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
*Example: 456 Elm St, Provo, UT 84601*

**Section 2: Objective/Summary**

* Objective/Summary Statement:
* *Example: Dedicated high school senior with a passion for science and technology, seeking a summer internship to gain hands-on experience in the field of computer science and prepare for college studies.*

**Section 3: Education**

* High School Name:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
*Example: Provo High School*

* City, State of School:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
*Example: Provo, UT*

* Expected Graduation Date:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
*Example: May 2024*

* GPA (optional):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
*Example: 3.5*

* Relevant Coursework or Projects: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  *Example: AP Computer Science, Honors Physics, Robotics Club Captain, Science Fair Project: Renewable Energy Solutions*

**Worksheet 2 –** Resume Builder Worksheet (continued)

**Section 4: Work Experience** (repeat for each past job experience)

* Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  *Example: Retail Sales Associate*
* Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  *Example: American Eagle Outfitters*
* City, State of Employment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  *Example: Provo, UT*
* Dates of Employment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  *Example: June 2023 - Present*
* Key Responsibilities and Achievements: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  *Examples:*
  + *Assisted customers in locating and purchasing items, providing excellent customer service and product knowledge.*
  + *Maintained store appearance by organizing merchandise and replenishing stock.*
  + *Operated cash registers, processed transactions, and handled returns efficiently.*
  + *Supported marketing efforts by setting up promotional displays and enrolling customers in loyalty programs.*
  + *Achieved sales targets and contributed to a 10% increase in in-store sales during the summer season.*

**Section 5: Volunteer Experience**

* Role: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  *Example: Volunteer Tutor*
* Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  *Example: Provo Public Library*
* City, State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  *Example: Provo, UT*
* Dates of Service: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  *Example: September 2022 - Present*
* Key Responsibilities and Achievements: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*Examples:*
  + *Tutored middle school students in math and science.*
  + *Developed engaging lesson plans and activities.*
  + *Helped students improve their grades by an average of 15%.*

**Worksheet 2 –** Resume Builder Worksheet (continued)

**Section 6: Skills**

* Technical Skills: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  *Example: Microsoft Office (Word, Excel, PowerPoint), Basic Python Programming*
* Soft Skills: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  *Examples: Communication, Teamwork, Time Management*
* Languages: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  *Example: Spanish (Conversational)*

**Section 7: Additional Sections**

* Awards and Honors: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  *Example: National Honor Society, Math Olympiad Participant, Dean's List*
* Certifications: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  *Example: CPR and First Aid Certified, Adobe Photoshop Certification*
* Extracurricular Activities: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  *Example: Varsity Soccer Team, Drama Club Member, Debate Team Participant*
* Hobbies and Interests: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  *Example: Photography, Coding, Hiking*

**Section 8: Review and Feedback**

* Who reviewed your resume? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  *Example: Mr. Adams, School Counselor*
* Feedback Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  *Example: Add more detail to volunteer descriptions and correct formatting issues.*

**Section 9: Final Steps**

* Did you make the necessary revisions from those who reviewed your resume information and provided feedback? Did you review Worksheet #3? (Yes/No)
* Do you have a digital copy saved? (Yes/No)
* Do you have printed copies ready? (Yes/No)

**Worksheet 3** – Resume Tips

**General Tips:**

* A resume should only be one page long.
* Tailor your resume for each job application by highlighting the most relevant experiences and skills to the job you're applying for.

**Tip for** **Section 1: Personal Information:**

* Use an appropriate email address. Avoid using nicknames or non-professional email handles.

**Tip for Section 2: Objective/Summary:**

* Be concise and specific about your goals and what you can offer a potential employer.

**Tip for Section 3: Education:**

* Include academic achievements and relevant coursework that relates to the job you’re applying for.

**Tip for Section 4: Work Experience:**

* Use action verbs such as "managed," "assisted," "developed," etc., to describe your responsibilities.

**Tip for Section 5: Volunteer Experience:**

* Highlight any leadership roles or significant contributions made during volunteer work.

**Tip for Section 6: Skills:**

* Mention both hard (technical) and soft (interpersonal) skills. Tailor this section to the job you are applying for.

**Tip for Section 7: Additional:**

* Include anything that makes you stand out, such as awards, certifications, or relevant hobbies.

**Review, Feedback, and Final Steps:**

* Getting feedback is crucial. It helps catch errors and improve the overall quality of your resume.
* Ensure you have both digital and physical copies of your resume for easy access when applying for jobs.