

**Employment and Career Readiness:  
Job Résumé Activity Packet**

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**Are you...**

...*that* person who submits a four-page résumé for a job posting?

...*that* person who includes an inappropriate or silly email address on your résumé?

...*that* person who exaggerates or lies about easily verifiable information?

**Don't be *that* person!**

A hiring manager at a major technology company disappointedly glanced at an applicant's résumé. It was so crammed with text that the paper was essentially black ink. The margins were just a quarter inch wide, and the font size was extraordinarily tiny. Don't be *that* person who creates a résumé that no one can or wants to read.

The recruiter or hiring manager should not need a magnifying glass to decipher your words. There are countless books, services, templates, and online tools dedicated to helping you create an ideal résumé. Use these expert resources to design a document that both advertises your credentials and dazzles the reader. You need to balance content with appearance so your résumé rises above the competition rather than ends up at the bottom of a trashcan.

One hairstylist reports that her salon receives numerous poorly written or incomplete résumés on a weekly basis. Many of the job applicants believe that this hands-on profession does not require a quality résumé. They are wrong. Don't be *that* person who is unprepared for the realities of the labor market.

**Design a Professional Résumé**

A résumé is a brief summary of your academic achievements, work experiences, and other skills and qualifications. It demonstrates professionalism, attention to detail, and suitability as a potential employee. Therefore, be sure it is accurate, attractive, thorough, and error-free. Word processing program templates can provide a starting point and basic format. Create the document using standard font colors, types, and sizes. This typically means black 12-point Times New Roman font on white paper. Review your résumé carefully in both print and digital formats for both style and substance.

What looks good on a computer screen may not appear so on paper. A print copy also helps you spot typographical, grammatical, and formatting errors.

You want your résumé to be as organized and detail-oriented as you are in person. Customize your résumé based on the specific company, industry, and position. That skill, experience, or award that is irrelevant for one job might be critical to another. Also, be sure to include keywords from the job posting because many companies use computer search features to sort through piles of résumés.

Avoid vague adjectives such as *several*, *many*, *some*, or *numerous*. Although each word implies a number greater than one, there is a big difference between 3, 30, and 300. To accurately describe your accomplishments, keep track of the total years you worked at the machine shop, lines of computer code you wrote, hours you volunteered, etc.

At the start of your career, your résumé should fit on one page. At this stage you have a limited amount of experience, and employers expect this. As one hiring manager explains it, if your résumé is longer than one page, you better have a very good reason for it. Avoid padding the document with a list of your current classes or favorite hobbies unless they directly relate to the job requirements. The fact that you enjoy fishing or like children does not enhance your marketability if you are applying for a job as a mechanic. However, having earned A's in three culinary arts classes does matter if you are applying for a position at a bakery. Likewise, your CPR certification is more relevant if you plan to become a childcare provider rather than a receptionist.

**Organize Your Résumé Carefully**

The top section of the résumé should clearly state your current personal contact information, including full name, address, telephone number, and email address. Although there is some flexibility, a résumé typically includes the following labeled sections:

- Objective
- Education
- Work Experience
- Skills and Qualifications
- Activities and Honors

Use parallelism to present your ideas. For instance, if you begin the first bulleted item with a verb (e.g. Stocked shelves...) then do so for each subsequent bullet (e.g. Operated the forklift, Assisted customers, etc.). Similarly, use consistency when listing each company you worked for, its city, the position, and employment dates. This makes it easier for the reader to follow. Organize information about your job responsibilities using bulleted lists.

### Avoid Common Errors

Instead of length, focus on creating an error-free, well-organized document. Print out your résumé and ask other people to proofread it. Typos are major turn-offs for recruiters, hiring managers, and human resources professionals. Mistakes imply that you are careless, uneducated, or inattentive to details—and who wants an employee with those qualities?

Similarly, watch for factual mistakes, omissions, and inconsistencies. Concisely and truthfully state

your accomplishments and achievements without coming across as arrogant or dishonest. Describing that you personally generated hundreds of thousands of dollars for a charity fundraiser raises red flags in the minds of hiring managers. Explaining that you sold 300 charity raffle tickets is both realistic and descriptive.

Never lie, exaggerate, or twist the facts. Are you really a fluent Spanish speaker, motorcycle engine expert, high school graduate, or certified computer technician? An interviewer's specific questions and simple research can quickly reveal whether you are the real deal or a fraud. All dates, educational degrees, certifications, and accomplishments on your résumé should be consistent with those listed on cover letters, employment applications, and social media profiles. Don't be *that* person whose discrepancies cause hiring manager to have doubts.

### Résumé Checklist

Do	Don't
→ seek and follow the advice of résumé experts, guidance counselors, recruiters, and human resources professionals	x underestimate the importance of the résumé or assume the rules don't apply to you
→ customize your résumé to each situation, including using keywords listed in the job posting	x use a generic résumé that doesn't reflect the requirements of the specific job posting
→ use powerful active verbs and descriptive adjectives	x use clichéd or overused terms such as <i>hard worker</i> and <i>team player</i> or passive verbs such as <i>was performed</i>
→ update your résumé as soon as you receive awards, earn certifications, or join industry organizations	x overlook or misstate important career information
→ include complete, current, and accurate contact information, including full name, address, personal email address, and telephone number	x list personal information such as age, marital status, ethnicity, religion, or social security number
→ provide a professional-sounding email address	x have a immature, silly, or inappropriate personal email address
→ use accurate and specific facts and descriptions	x be dishonest, sneaky, or vague
→ check for spelling, grammar, punctuation, and formatting errors and inconsistencies	x overlook errors or use odd or unusual formats, bullets, line spacing, margins, indentations, font sizes, or colors
→ make the document reader-friendly by labeling sections, using bullets, and including plenty of white space	x cram too much information onto the page or have a long résumé that contains irrelevant information
→ print on high-quality paper using a laser printer with black toner	x use unusually colored or scented paper
→ ensure your résumé, employment application, cover letter, and online profiles are consistent	x contradict information found on diplomas, certificates, or other documents

**Employment and Career Readiness:  
Job Résumé Review**

**Multiple Choice Questions**

- Which of the following is the best statement for Noah to include on his résumé, assuming it is true?
  - Familiar with cars and motorcycles.
  - Worked 20 hours per week as a cashier at Super Shoes.
  - Hobbies include playing video games, reading comics, and watching football.
  - Am a hard-working, flexible worker.
- Carlos asked a guidance counselor to review his résumé. Which section would the counselor most likely suggest Carlos remove?
  - Education
  - Work Experience
  - Family Background
  - Objective
- To make it easy for prospective employers to contact her, Eva's résumé includes which of the following?
  - Her social security number
  - Her active personal email address
  - Her current employer's phone number
  - All of the above
- Sara plans to submit her résumé for a position at a daycare facility. Which statement is a specific and error-free description of her work experience?
  - Supervised eight children at Camp Pine Summer Camp (June – August 2015).
  - Worked at a summer camp for kids.
  - Gained tons of experience working at Camp Pine Summer Camp.
  - Supervised eight children at Camp Pine Summer Camp from June to Aug. 2015). Organized there summer talent show.
- Which statement should Mia revise to make it parallel to the other work descriptions?
  - Increased sales by 15% in 2 years.
  - Completed an average of eight transactions hourly.
  - Stocked the shelves each night.
  - Was part of the store's sales team.

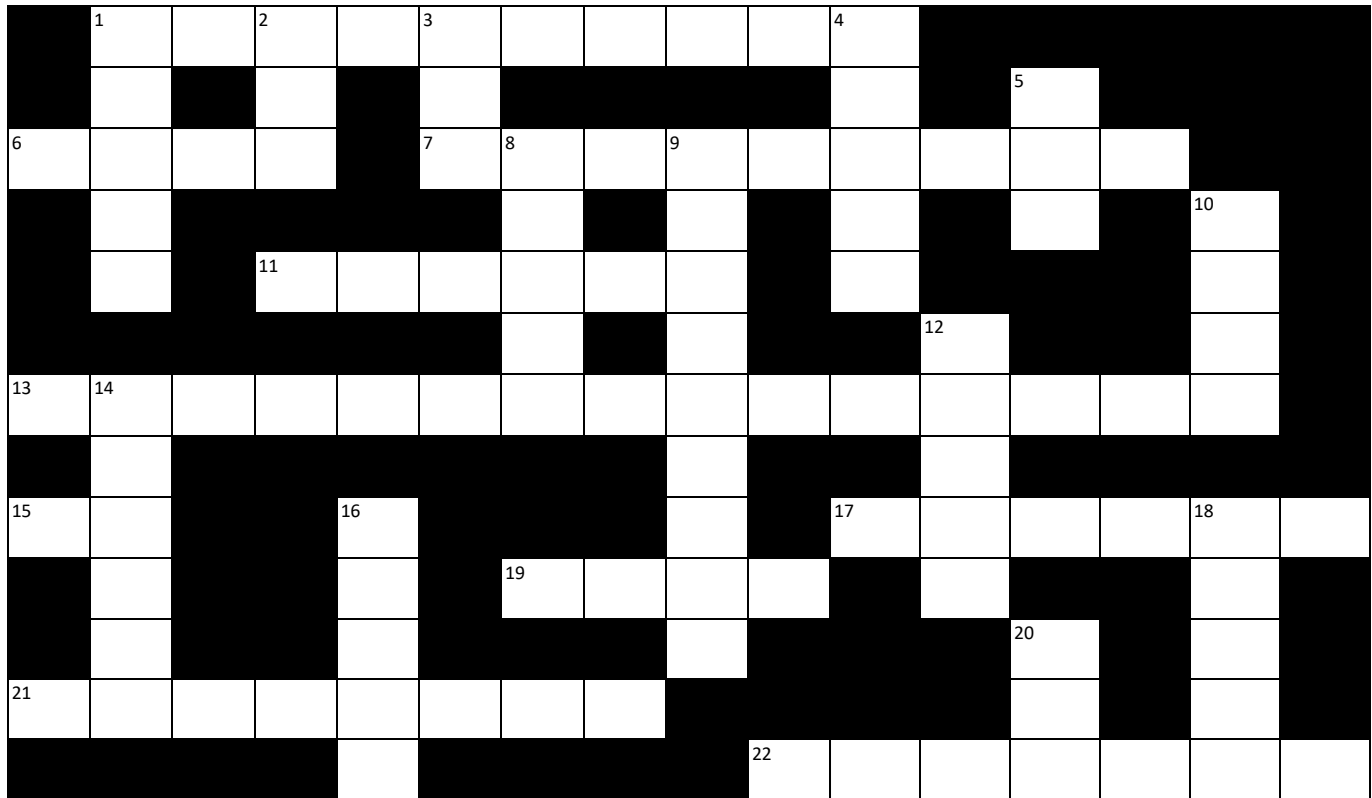
**True or False**

- Make a positive impression by using colorful or unusual fonts on your résumé. \_\_\_\_\_
- The ideal résumé is three pages in length. \_\_\_\_\_
- Review a printed copy of your résumé to help spot errors and inconsistencies. \_\_\_\_\_
- Regardless of your profession, you should create and maintain a résumé. \_\_\_\_\_
- Do not state you have graduated from a school if you have not. \_\_\_\_\_
- It is better to use long paragraphs on a résumé rather than bulleted lists. \_\_\_\_\_
- The quality of a résumé is more important than its quantity. \_\_\_\_\_
- A résumé advertises your credentials. \_\_\_\_\_

**Short Answers**

- Why is it important that your résumé is accurate, attractive, thorough, and error-free?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Name several clichéd, overused, or vague words you should avoid using on a résumé.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- List several personal facts not to include on a résumé.  
\_\_\_\_\_  
\_\_\_\_\_

**Employment and Career Readiness:  
Job Résumé Crossword Puzzle**



**Across**

1. Résumés, cover letters, online profiles, and \_\_\_\_\_ applications must be consistent (in agreement).
6. Do not use generic or overused terms such as \_\_\_\_\_ *worker, responsible, or team player*.
7. The \_\_\_\_\_ section of a résumé lists academic achievements, degrees, and certifications.
11. Résumés should not include age, religion, ethnicity, social security number, or marital \_\_\_\_\_.
13. A well-written résumé demonstrates \_\_\_\_\_.
15. It \_\_\_\_\_ important to proofread your résumé.
17. *Sold, managed, and increased* are examples of powerful \_\_\_\_\_ verbs.
19. The \_\_\_\_\_ of the font on a résumé should not be too small.
21. A résumé should include the \_\_\_\_\_ listed on the job posting.
22. Sections of the resume should be clearly \_\_\_\_\_.

**Down**

1. Use a professional-sounding \_\_\_\_\_ address.
2. Don't \_\_\_\_\_ your résumé with irrelevant information.
3. Target your résumé to be \_\_\_\_\_ page/s in length.
4. Keep track of the \_\_\_\_\_ hours you volunteered, lines of computer code you wrote, etc.
5. A résumé helps prove you have the credentials for the indicated \_\_\_\_\_.
8. Include the \_\_\_\_\_ for which you worked for previous employers.
9. \_\_\_\_\_ your résumé to each job posting.
10. Don't \_\_\_\_\_ too much information onto the page.
12. Use \_\_\_\_\_ as the font color on a résumé.
14. A \_\_\_\_\_ is a document that summarizes your academic achievements, work experiences, and other skills and qualifications.
16. Major turn-offs for potential employers include \_\_\_\_\_ on your résumé.
18. Avoid \_\_\_\_\_ adjectives such as *several, many, and some*.
20. Never \_\_\_\_\_, exaggerate, or twist the facts on a résumé.

Name \_\_\_\_\_ Date \_\_\_\_\_ Period \_\_\_\_\_

**Employment and Career Readiness:  
Job Résumé Brainstorming Activity**

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Brainstorm and organize your résumé ideas. Then use a word processing program to create the actual document.

**Contact Information** Provide your full name, address, telephone number, and professional-sounding email address.

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**Objective** Describe the position you seek, skills you can offer the company, and professional goals you have.

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**Education** List the name and location of your high school, graduation date, and any educational certifications or degrees you earned.

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**Work Experience** Identify the name and location of previous employer/s, the dates of employment, your position/s, and bulleted descriptions of your job responsibilities and activities. Use active verbs and specific descriptions.

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**True or False**

1. Make a positive impression by using colorful or unusual fonts on your résumé. False
2. The ideal résumé is three pages in length. False
3. Review a printed copy of your résumé to help spot errors and inconsistencies. True
4. Regardless of your profession, you should create and maintain a résumé. True
5. Do not state you have graduated from a school if you have not. True
6. It is better to use long paragraphs on a résumé rather than bulleted lists. False
7. The quality of a résumé is more important than its quantity. True
8. A résumé advertises your credentials. True

**Short Answers**

1. Why is it important that your résumé is accurate, attractive, thorough, and error-free?
 

A résumé should demonstrate professionalism, attention to detail, and suitability as a potential employee.
2. Name several clichéd, overused, or vague words you should avoid using on a résumé.
 

Avoid using clichéd or overused words, such as team player and hard worker. Avoid using vague words, such as several, many, some, and numerous.
3. List several personal facts not to include on a résumé.
 

Do not include age, marital status, ethnicity, religion, or social security number on a résumé.



Name *Answers will vary* \_\_\_\_\_ Date \_\_\_\_\_ Period \_\_\_\_\_

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