



Play #7

RESUME 101

Resume Writing

In school, what sets you apart from your peers? It may be your sense of style. Witty stories. Athletic talents. Artistic genius. Academic prowess. What sets you apart from your peers in the professional world, though? Your resume! PeerForward is here to help you stand shoulders above the competition when it comes to your resume.

Make it a Virtual Play!

This play can be done “event style” where you establish a specific day and time you will host this event. Publicize this event on social media with flyers and create a buzz. Conduct this event on a platform that allows screen share (Zoom, Google Hangouts, RingCentral, etc.) Present the tips provided in this play via screen share, and (if possible), e-mail your participants one or two sample resume templates they can use (You can re-create the ones provided in this play!). Allow space and time for questions and comments!

Check back each week for more virtual plays and other helpful resources:

[PeerForward Team Assets](#)

PLAY IN MOTION

Play #7: Resume 101

Description: You've probably heard about a resume. Now it's time to write one. For many college applications and for all job applications, you will need a resume. A resume is a summary of all your education and work experience. With this activity, students will create a resume that they can use for college and job applications.

Goal/Outcome: All students will create a resume.

Suggested Time/Audience:

- 1 hour
- 9th–12th graders

Materials/Space Needed:

- Computers, laptops, or tablets are a plus, though NOT necessary
- Sign-In Sheet

To Prep for Event:

- Determine which team member will be facilitating this session. You only need two facilitators.
- Print out templates for everyone (if not using computers) and the “Resume 101” handout.
- Make sure YOU as a team are familiar with what a resume looks like, review “Resume 101” handout.

At the Event:

- Review the resume template with the students. Ask questions such as the following:
 - ✓ What is a resume?
 - ✓ What does a resume say about you?
 - ✓ When do you need a resume?
- Give out the “Resume 101” handout and go over it with the students.
- Tell the students to begin filling out their resume. If they have computers, you can email them both the sample and template, and they can delete the content from the sample. If they do not have computers, use the blank template.

PLAY IN MOTION

Play #7: Resume 101, cont.

- If there is time, have students swap resumes with another student for editing.
- Data to Collect:
 - ✓ Number of students who completed a resume (use the “Attendance Tracker”).

After the Event:

- Debrief with team:
 - ✓ What went well? What could you improve for next time?
 - ✓ Were students able to meet the goal of completing a resume?

Handouts Needed:

- “Resume 101 Tips and Suggestions”
- Resume template
- Flyer customized for the event

PLAY IN MOTION

Resume 101: Tips and Suggestions

Here are some helpful tips to think about when writing your perfect resume. These are tips that will help you with your resume for college, but keep in mind that you may want to change or edit your resume once you apply for particular jobs in the future.



Include your volunteer activities

If you already have community service hours, make sure to include them on your resume, even if it was just for a couple of months. This should go under “Volunteer Activities” on your resume.



Don't be afraid to brag

The purpose of a resume is to show your accomplishments. Don't be afraid to say all that you have done in and out of school. Did you win an award for best attendance? Put that down. Colleges and employers want to see your achievements.



Say a lot, but not too much

One challenging thing about writing a resume is that you want to include enough detail about what you did for a certain job or activity, but not too much. Try to have just a few bullet points for each experience and try to keep your resume to one page.



Stay Professional

You may have some cool accomplishments, like being crowned homecoming queen or king (which is awesome—congrats!), but there is no need to put that on a resume. You want to show a potential college or employer your skills and abilities. Unfortunately, being crowned homecoming queen or king doesn't say a lot about who you really are. Try to be professional and only include experiences that have helped you become a better person.



Proofread

Crazy as it may seem, even the smallest type of spelling error is VERY noticeable. When you misspell something, it sticks out like a sore thumb and colleges or employers WILL notice. Make sure to get your resume proofread not just by ONE person, but by TWO people. It can't hurrrt, right? See, I'm sure you noticed that typo!

PLAY IN MOTION

Jane Doe (Resume Sample)

[Address, City, ST ZIP Code] | [Telephone] | [Email]

Objective

To gain admission to a college or university where I can pursue my Bachelor of Arts in Sociology

Education

High school diploma | June 2017 | Washington High School, New York, NY

GPA: 4.0**Clubs and Activities**

- Secretary, Student Government, 2014–2016
 - Ensured all notes were taken for each Student Government Meeting
 - Assisted in making decisions for the school on behalf of the Student Government
- Member, Cheerleading Team, 2014–2016
 - Participated in all team meetings and competitions
 - Awarded Cheerleader of the Year, 2016

Work and Volunteer Experience

- Volunteer, Soup Kitchen, 2014–2016
 - Helped prepare and serve meals to the homeless every week
 - Engaged with homeless youth in conversation, activities, and game
- Volunteer, Washington High School, 2012–2015
 - Assisted teachers with filing papers and other administrative tasks every week
- Intern, New York Public Schools, Summer 2014
 - Ensured meeting materials were prepared in advance
 - Assisted in coordinating youth summer programming

Awards and Recognition

- Best Attendance, 2015
 - Awarded to students who have perfect attendance for the entire year
- National Honor Society, 2013–2016
 - Member of society as a result of my high GPA for three years

PLAY IN MOTION

(Resume template)

Objective

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Education

High School Diploma

GPA

Clubs and Activities

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Work and Volunteer Experience

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Awards and Recognition

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