# AP CSA Resume Activity

## Objectives

In this activity students will create a professional resume.

## Standards

IT-IDT-1.3 Exhibit critical thinking and problem solving skills to locate, analyze and apply information in career planning and employment situations.

## Project Time

This project will take about 2 hours to complete.

## Ethics Statement

Students will model work readiness traits required for success in the workplace including teamwork, multitasking, integrity, honesty, accountability, punctuality, time management, and respect for diversity.

## Project Details

Students will use the skills learned through the Building a Resume Presentation to create a professional resume. Resumes should include contact information, an objective, education, any applicable experience, any special skills and honors. Format should be easy to read with a professional font (Times New Roman is preferred at type size 10 to 12).

Spelling and grammar are critical. All items should be accurate and honest.

## RUBRIC
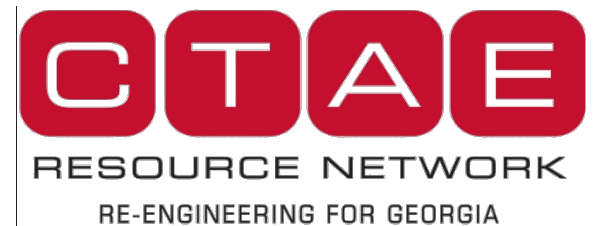
40 points – Professional format with all items included.

40 points – Correct spelling and grammar.

10 points – Accuracy and integrity

10 points – Easy to read

# Building A Resume

CTAE
RESOURCE NETWORK
RE-ENGINEERING FOR GEORGIA

**Revised April 2010**

# Your Resume is Your Marketing Tool

- Resumes may be prepared in various forms.
- Remember to show your strengths
- Resumes should…
  - Be typed or computer generated
  - Be printed on 8.5" x 11" non-white paper
    - Keep your resume to about one page long
  - Include complete and correct information
  - Be neat and look professional

# How to Market Yourself Using Your Resume

⌘ On your resume, you should list…

- ⌃ Personal information
- ⌃ An objective statement
- ⌃ Educational background
- ⌃ Work experience
- ⌃ Awards, honors, and achievements
- ⌃ Volunteer projects and involvement
- ⌃ Leadership roles in extracurricular activities
- ⌃ Special skills that differentiate you in the job field

# Personal Information
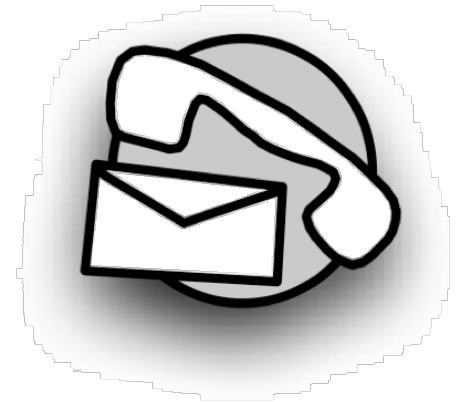
⌘Name

   ⌂Full Name (first middle and last)

⌘Address

   ⌂A permanent address where you can be reached

⌘Telephone Number

   ⌂Include Area Code

⌘E-Mail (if available)

⌘Fax Number (if available)

# Objective Statement

- In one sentence, briefly state your goal and the type of job you would like to be considered for.

- This may need to be changed for different types of jobs.

# **Education**

- List the most recent school attended first and then go backwards
- Include name and location of schools
- List your major or program of study
- Include dates of attendance and expected graduation date
- List diploma or degree earned
- List courses relevant to the job you're applying for, if you have any.
- Include your Grade Point Average unless it is low.

# Work Experience

- Include all paid work
- Use reverse chronological order, listing the most recent job first
- Include dates of employment, the names and location of the companies or organizations, and your job titles.
- Describe the responsibilities of your job.
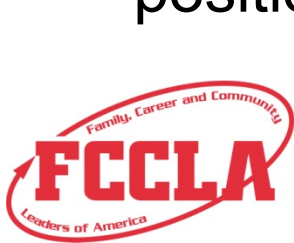
# Volunteer and Extracurricular Involvement

- List volunteer work you have done, what organization it was with, and the year it was done.
- Name leadership positions and responsibilities in your extracurricular activities.
  - Identify the years you were involved in the positions

# Awards, Honors, & Achievements

⌘ List any type of honors or achievements from school, the community or another organization:

⌂ School Newspapers, Yearbook, National Honor Society, Honor Roll, Eagle Scout, City/County Youth Council, Volunteer Hospital work, etc.

⌘ Also list scholarships you have received.

# Work Skills

⌘ Identify specific skills and knowledge that can differentiate you from other potential employees.

⌘ Examples:

- Computer programs: Microsoft Office, PowerPoint Presentations, Photo Shop
- Equipment: Cash register, copying machines
- Personal work ethics: Dependable, punctual, honest, creative, organized

# References

⌘ References are usually not listed on a resume.

⌘ Instead, at the end of your resume, state "References available upon request."

⌘ However, only put that statement if you have references. Otherwise you will be in trouble when an interviewer asks to see them.

Aaliyah Wynn
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**Objective**

To obtain an internship or part-time position in information technology utilizing my communication, dependability, and computer skills.

**Education**

Thomas County Central High school, Thomasville,GA
Graduation Date: May 2020
GPA: 3.6

**Experience**

**Babysitter** (2017-Present)
- Supervised children
- Prepared and served meals

**Computer Proficiencies**

Microsoft Word, Powerpoint, Chrome, Firefox, and Internet Explorer

**Honors And Activities**

NHS, 2019
Esports, 2019
A Honor Roll, 2018-Present
Varsity Cheer, 2018-Present
HOTC, 2018
Key Club, 2017-Present

Aaliyah, well done. Some notes, though: PowerPoint is the correct spelling. Since you don't have a lot of information to add, consider a larger font size (12). 95 points.