

Work Search Activity 2: What Makes a Good Resume?

FOR THE TEACHER

Introduction

In this activity, students investigate the role that resumes play in the work search process. This activity builds on information available in the **Resumes** section of Career Cruising's **Employment Guide**. The goal of this activity is to help students:

- Understand the purpose of a resume
- Identify key components and appropriate content for resumes
- Describe characteristics of both strong and weak resumes

Setting the Stage

Select an object from the room (e.g. a book or a pen) and ask volunteers to try to “sell” the object to the rest of the class. Ask students what they know about marketing, and what it means to market themselves to potential employers. Resumes are the most important tools that students have to sell their skills and experience, and it’s crucial that they know how to market themselves effectively. **(Have student reflect on the challenges of marketing themselves to potential employers in the My Journal section of their Plans.)**

Have students review the sample resumes on their own, then work with a partner to evaluate the resumes as part of a Think-Pair-Share exercise. Partners can then share their observations with the class, and subsequent discussion can focus on specific elements of each resume.

We recommend following up this activity with **Work Search Activity 3: Writing Your Resume**.

Starting the Program

Go to www.careercruising.com. Enter your personal My Plan username and password in the spaces provided, and click on **Log In**.

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PART ONE: UNDERSTANDING RESUMES

Sign in to Career Cruising using your personal My Plan username and password. Click on **Employment** to access the **Employment Guide**. Read the **Resumes** section and answer the following questions:

1. What is the purpose of a resume?

2. What do employers learn about candidates from their resumes?

3. What is a career/job objective statement?

4. What is the difference between the Work Experience and Summary of Skills sections? Why is each section important?

5. What types of bulleted information should be included in a Summary of Qualifications section?

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6. What are the four components of an effective bullet point statement? Give your own example of a strong bullet point.

7. In your own words, describe the three types of resumes: chronological, functional, and modified chronological.

8. When should a job seeker use a functional style of resume?

9. How should a candidate follow up with a potential employer after applying for a job?

10. How can candidates ensure their resumes make a positive first impression? Give at least three tips.

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PART TWO: EVALUATING SAMPLE RESUMES

Read the sample job posting and resumes found at **the end of this activity**. Answer the following questions:

1. What skills, education, experience, and other qualifications is the employer looking for in a candidate? List keywords from the job posting below.

2. What impression do you get of Taylor based on Resume A?

3. What impression do you get of Jamie based on Resume B?

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4. Which candidate do you think is more qualified: Taylor (Resume A) or Jamie (Resume B)? Why?

5. Which candidate do you think presents their qualifications more professionally? Explain.

SUMMARY – YOUR VIEWS

Now that you know a little more about writing strong resumes, answer the following questions:

6. Based on your current work and life experience, which resume type (chronological, functional, modified) do you think is best for you? Why?

7. What impression do you want to make with your resume, and how are you going to make sure you're successful?

Dining Out Magazine

August 2013 Issue

We're Hiring at LE WOK INDONÉSIEN!**Position:** Sous Chef**Job Ref.:** SC-5309**Location:** Le Wok Indonésien, 789 Main Street, Northwest City, CA 59800**Job Type:** Full-time, 40-50 hours/week**Deadline:** August 31, 2013**Job Summary**

Do you live for great food? Are you a motivated and creative culinary professional who strives to take casual fine dining to a new level? **Le Wok Indonésien** is a Southeast Asian restaurant committed to providing its guests with an unparalleled dining experience. We are looking for an enthusiastic and dedicated sous chef to join our team and make those mouths water in anticipation.

Key Skills & Abilities

- An organized team player with excellent communication skills
- Consistently punctual and reliable, with a professional appearance
- Take pride in your work (and your wok!) and actively learn new cooking techniques
- Demonstrate superior customer service skills and courtesy when interacting with guests
- Innovative and Creative

Key Duties

- Supervise kitchen staff to ensure efficient meal preparation and production
- Help create new menu items and present dishes according to chef's specifications
- Manage food and supply budget; keep track of stock and order new ingredients as needed
- Clean and sanitize all kitchen equipment
- Promote a positive atmosphere in both the kitchen and dining room
- Fulfill any other duties assigned by the chef or restaurant manager

Recommended Qualifications

- Associate degree in culinary arts or related program
- Minimum 1-2 years of experience working in a fast-paced restaurant
- Training in safe food handling and/or workplace safety
- Demonstrated excellence in cooking and food presentation
- Strong work ethic

Work Conditions & Physical Requirements

- Comfortable working under pressure in a hot, hectic environment
- Able to stand on feet for long periods and lift heavy objects
- Willing to work irregular hours, including some evening, holiday, and weekend shifts
- Appreciate our diverse, multicultural work environment

We offer a competitive salary and benefits, as well as opportunities for career advancement. Please send your cover letter and resume to Geraldine Greene, Restaurant Manager, and indicate the Job Reference Number in your application.

RESUME A

Taylor Kelly's Resume

My Address: 42 Shady Pines Drive, Northwest City

My Phone Number: 555-555-9876

My Email Address: partyanimal_1991@email.com

Date of Birth: July 1, 1991

My website: www.yourspace.com/kellysfavebabyanimals

Marital status: Single

Job Objective: I want to be your sous chef! 😊

Skills Summary:

- ☞ I am young but very skilled
- ☞ I enjoy cooking a variety of dishes
- ☞ I am good at typping, surfing the web, and Microsoft Word
- ☞ I have over 1½ years of travel experience between jobs

Education:

- ✍ Graduated from Central Northwest Elementary & Middle School. June 26, 2003
- ✍ Albert Einstein High School Dip. June 20, 2007
 - 😊 **Award: for "Most Likely to Get A Crazy Haircut"**
- ✍ Northwest City College Culinary Arts Program Assoc. Degree May 12, 2010
 - ☞ As part of the program I worked at a French bistro that won an award in 2007
 - ☞ I also have **Food Handler Certification** and am working towards **Certified Sous Chef** designation

Relevant Courses:

- CULART-2601: Stocks, soups and sauces – learning how to make sauces, stocks and soups
- CULArt-1001: Introduction to Knife Skills – *tried* to learn about using different types of knives (lol)
- CULArt-3600: Garnishes – learning about making fancy garnishes to put on meals

Relevant Work Experience:

- 1. LEMONADE STAND ENTREPRENEUR** – Approx. Summer 2000 & 2001
 - ☞ Making and selling lemonade
- 2. FAST FOOD WORKER AT HAPPY BURGER**- 2006-2008 (in the summers between school years)
 - ☞ Flipping burgers and making milkshakes
 - ☞ Service with a smile!
- 3. ASSISTANT SWIMMING INSTRUCTOR AT THE NORTHWEST CITY POOL:** June to September 2007 (P/T)
Helping teach kids swimming lessons in groups of 4-10 kids
 - ☞ Leadership skills
- 3. APPRENTICE COOK AT LE FRENCH BISTRO**, as a requirement of culinary program – October 2009-April 2010
 - ☞ Assisting with cutting veggies and making garnishes, which is pretty tedious
 - ☞ Experience working with many other cooks in a hot and crowded kitchen
- 4. CONCIERGE AT THE LUXURY HOTEL** – November 10, 2012 to Now
 - ☞ Dealt with hotel staff and guests
 - ☞ Watched cooking done by chefs in kitchen at hotel restaurant

Hobbies & Interests:

- 😊 Big Siblings – volunteered with a disadvantaged child
- 😊 Marathon Trainer & Runner – My last race was a 10k one but this is an ongoing interest and I plan to run a full marathon soon, which will require a lot of training hours during the evenings and weekends
- 😊 Enjoy travel and tasting exotic dishes since I am a chef
- 😊 Enjoy listening to dance music and DJing/creating music in my spare time

"REFERENCES AVAILABLE UPON REQUEST"

RESUME B

Jamie Morgan

681 Lakeview Street
Northwest City, CA 59800

555-555-5259
jmorgan@email.com

Job Objective: A challenging position as sous chef, where I can use my culinary skills and knowledge of Southeast Asian cuisine to uphold Le Wok Indonésien's reputation for incomparable quality and service.

Skills Summary:

- Hard-working, accomplished chef with 4 years of experience in a fast-paced kitchen environment
- Associate Degree in Culinary Arts: proficient in variety of techniques, including sauces, soups, meats, and pastries
- Innovative with a proven track record for award-winning recipe creation and menu development
- Reputation for being reliable and providing superior customer service in a luxury hotel setting
- Dedicated to continuing my culinary education through practice, specialty training, and travel

Work Experience:

- July 2012 – Present **Concierge**, Hôtel de la Perle, Northwest City
- Liaising with 15 kitchen staff to ensure client satisfaction with hotel food services
 - Implementing a new room-service system that aims to reduce meal returns by 50%
 - Consistently receive the highest rating for client service on guest surveys
- Sept 2010 – May 2011 **Apprentice Chef**, Curryosity Fusion Restaurant, Northwest City
- Prepared high-quality meals for 200 customers a night, as part of the kitchen team
 - Co-created award-winning, highly requested Indian-French fusion dish for menu
 - Commended by Chef Gupta for creative garnishes and plated presentations
- April 2007 – Sept 2009 **Line Cook**, Fill 'Er Up Family Restaurant, Northwest City
- Devised online shift scheduling system that increased kitchen efficiency by 30%
 - Created four menu items that generated \$12,000 in sales during the first two weeks

Education:

- Sept 2009 – May 2011 **Associate Degree in Culinary Arts**, Northwest City College, Northwest City
- **Certifications** **Certified Culinarian**, American Culinary Federation, received 2011
Food Handler Certification, Northwest City Public Health, received 2007, updated 2012

Volunteer Experience:

- Oct 2008 – June 2010 **Kitchen Manager**, Breakfast for Kids, Northwest City
- Managed weekly kitchen budget of \$2,000 and staff of 5 volunteers
 - Developed menus to suit a wide range of tastes and food restrictions

Awards & Honors:

- May 2011 **Delicious Dish of the Year**, National Food Fusion Awards
Aug 2008 **Employee of the Month**, Fill 'Er Up Family Restaurant

Activities & Interests:

- Member of the American Culinary Federation, Northwest City Division, Sept 2012 – Present
- Weekly contributor to food appreciation blog, "A Pinch of Salt n' Pepa," May 2010 – June 2012
- Travelling to obtain first-hand knowledge of regional cuisines, including Southeast Asia and Brazil