

# SESSION 10: RESUME WRITING FACILITATOR GUIDE

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## SESSION GOALS

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Participants will bring draft resumes or descriptions of work histories and skills to be the start of their work in this session. This requirement will be described in the introduction session with reminders in subsequent sessions to bring this information for the resume writing session.

The learning objectives for the session include:

1. Identify content to include for work experience and skills
2. Locate sources of information for content of resumes
3. Understand the difference between types of resumes
4. Select the best type for a given set of work experiences
5. Prepare and print a resume

## PREPARATION

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This session should take place in a computer lab where each student has access to a computer.

Prepare, ahead of time, a jump drive for each participant containing a Resume Writing Template 1 and a Resume Writing Template 2 document that the Facilitator has found and selected.

In advance, gather sample resumes--both good and bad ones-- to put up on the screen for class discussion and relevant to the industries that are the focus of the program.

Print, prepare and gather all materials in the Materials section.

## MATERIALS

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Sign-in sheet (need to create) and Pens

*Participant Guide* including all items with an \* below

*Resume Preparation PowerPoint*

*Thumbnails of Resume Preparation PowerPoint\**

*WISE Pathways Action Plan for Session 10\**

*WISE Pathways Participant Evaluation for Session 10\**

*Resume Writing Overview* handout (original)\*

*Resume Writing Overview* handout (update)\*

*Action Verbs* handout\*

Jump Drive for each student containing a Resume Writing Template 1 and a Resume Writing Template 2 document

## SCHEDULE

Before Class	<b>Sign-In, Mingling, Materials</b>  Make sure everyone signs in and receives a Participant Guide. The Facilitator should personally greet everyone who enters the room, creating an atmosphere of excitement, energy, and interest.
15 minutes	<b>Introduction</b>  Review the information covered in the previous session on the public safety industry. Highlight the different jobs covered, the education and training needed and the job opportunities, including current job openings and training available in the local area. Ask a few participants to share what they included in their action plans at the end of that session. Answer any questions.  State the learning objectives for this session.
45 minutes	<b>Resume PowerPoint Presentation</b>  View the WISE Pathways Resume Writing Presentation and refer to the Resume Writing Overview. In addition, point to the Action Verbs handout to give them some ideas to help them write their resumes.
30 minutes	<b>Resume Samples</b>  Go over sample resumes.  Lead a discussion on what makes the sample resumes effective or not effective.
15 minutes	<b>Break</b>

45 minutes	<p><b>Resume Writing</b></p> <p>Students should select either the Resume Writing Template 1 or Resume Writing Template 2 template to create their own resumes. Circle the room and provide assistance, as needed.</p> <p>In order to get a better idea of aptitudes and job likes/dislikes, during this time, participants can complete the WorkKeys Talent Assessment at:</p> <p><a href="http://www.act.org/content/act/en/products-and-services/workkeys-for-educators/assessments/preparation/talent.html">http://www.act.org/content/act/en/products-and-services/workkeys-for-educators/assessments/preparation/talent.html</a></p> <p>and the WorkKeys Fit Assessment at:</p> <p><a href="http://www.act.org/content/act/en/products-and-services/workkeys-for-educators/assessments/preparation/fit.html">http://www.act.org/content/act/en/products-and-services/workkeys-for-educators/assessments/preparation/fit.html</a></p> <p>Additional resources that can be used by the participants to complete their resumes:</p> <ul style="list-style-type: none"><li>• Video by Bahler, Kristen. What Your Resume Should Look Like In 2018   Money. Time, 2 Jan. 2018 <a href="http://time.com/money/5053350/resume-tips-free-template/">http://time.com/money/5053350/resume-tips-free-template/</a></li><li>• US Department of Labor Resume Do's and Don'ts <a href="https://www.slideshare.net/luv2hoop/dol-resume-workshop-v2">https://www.slideshare.net/luv2hoop/dol-resume-workshop-v2</a></li><li>• Resume Writing Overview handout (original)</li><li>• Resume Writing Overview handout (updated)</li></ul>
	<p><b>Continued on the next page</b></p>

<p>20 minutes</p>	<p><b>Resume Discussion</b></p> <p>Have one or two students volunteer to have their resumes projected on the screen and highlight how the information is written.</p> <ul style="list-style-type: none"> <li>• Emphasize the use of action verbs and precise presentation of experience and skills.</li> <li>• Note any information that needs to be added later such as exact dates of name of business.</li> <li>• Provide positive feedback on good examples and offer constructive comments that will improve the entries.</li> <li>• Involve participants by asking for them to identify items they really like on the projected resume or ideas they can incorporate into their resumes.</li> <li>• Ask for suggestions for improvement.</li> </ul> <p>Wrap up by summarizing some of the comments and improvements mentioned during the discussion. Students will also have a chance to get feedback from the company partners in the upcoming "Resume Feedback" session.</p>
<p>10 minutes</p>	<p><b>Wrap-Up, Action Plan and Evaluation</b></p> <p>Answer any questions the participants may have then have the participants fill out the Action Plan and the Evaluation for this session.</p>

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