



STUDENT NOTES

Resume Writing Part 2

Name: _____

Date: _____

Period/Block: _____

When applying for a specific job, it is important to customize your resume to that specific job posting. In this lesson you will 1) **find a job posting** that interests you 2) **ask professionals using CareerVillage** how to customize your resume for that job posting and/or what experiences and skills need to be gained in order to be a viable candidate for that job and 3) **customize your current resume** for that job posting.

Part 1: Find a Job Posting that Interests You

This could be a job you wish to apply for now or in college (not after yet!). Depending on what type of job you want to look into today, use the various sites to find 1 posting that you would like to customize your resume to. **When you find a job posting you are interested in:**

- 1) *email the link to yourself so you can print it later OR copy and paste it into a word processing document.*
- 2) *fill out the information from the job posting below.*

High School Level	Both	College Level
<p>Facebook groups Search Facebook for “summer jobs” or “part-time jobs” and you can find groups set up by employers.</p> <p>www.coolworks.com Jobs in great places. Look at jobs by category (camp jobs, teen jobs, volunteer positions, internships) or state.</p> <p>Opportunities we won’t use today *Checking with stores or restaurants *Help Wanted ads in local newspapers</p>	<p>www.snagajob.com www.indeed.com www.monster.com Great for jobs and internships. Search key words like “internship”, “summer internship”, “temporary”, or “part-time” with your search.</p> <p>www.craigslist.org Great place for a variety of entry-level jobs. Look in “part-time” in the “jobs” column. Note: the site can be associated with scams, so be cautious about what information you disclose and where you meet employers. When in doubt, check with a parent/guardian.</p>	<p><u>College Career Service Websites</u> Search a college or university you are interested in attending and “career services”. Almost all colleges and universities have a website to allow students to search for jobs and internships that will relate to a variety of career paths.</p> <p><u>Facebook Groups</u> Search Facebook for “summer jobs” or “part-time jobs” and you can find groups set up by employers.</p>
Job Posting of Interest		
Employer/Company Name:		

Job Location:		
Position:		
Full-Time or Part-Time:		
Hours:		
Compensation:		

Part 2: Ask Professionals Questions About How to Customize Your Basic Resume for the Job Posting You Chose

In part 2, you will be utilizing CareerVillage.org to ask at least 2 questions to professionals about how to customize your basic resume for a particular job. When asking your question(s) consider

- 1) the job you are customizing your resume to
- 2) the part of your resume in question
- 3) the experiences or skills you already have

Examples

- What types of skills are employers looking for when applying for a part-time job in catering?

- *I am currently the treasurer of the BSU at my school. What types of skills that I am gaining in this position actually relate to an internship at an online magazine and would be useful to leave on my resume?*
- *What experiences or jobs do I need to have in high school to get a job in a biology lab when I go to college?*

Question #1

Question #2

Part 3: Customize Your Basic Resume for a Particular Job Posting

To help you customize your resume

- 1) read through the responses you received from professionals on CareerVillage who answered your questions.
- 2) Focus on specific selling points that match the advertised job requirements by
 - Looking for key words in the job posting that describe skills the employer is looking for
 - Using those key words that apply to you and change the wording in your experiences or skills to mimic it
 - Focusing on your strengths or selling points for that particular job posting
 - Removing irrelevant information

***Your job posting, customized resume, and this packet will be handed in at the end of this lesson.**

Part 4: Evaluate - Does Your Resume Have What it Takes?

Reread through the job posting and your customized resume. Do you think you have all of the experiences and skills required to get this job? **1)** Circle the option that you would like to write about **2)** Use the graphic organizer to gather your evidence **3)** Write your analysis paragraph (4-5 sentences)

Option 1: Write an analysis paragraph describing what other experiences or skills you may need to be considered a viable candidate for the job you selected, and how you might go about gaining them. Utilize the information professionals gave you when considering what you may need to accomplish prior to being considered for the job posting you chose.

Option 2: Write an analysis paragraph describing why you think you would get a call to interview for this job. Defend why your resume would stand out amongst others who applied for this job posting using evidence from the job posting and your resume.

Reason #1	Evidence #1	Reason #2	Evidence #2
My position is: I believe my resume _____ get me an interview for this job posting.			
Reason #3	Evidence #3	Reason #4	Evidence #4

