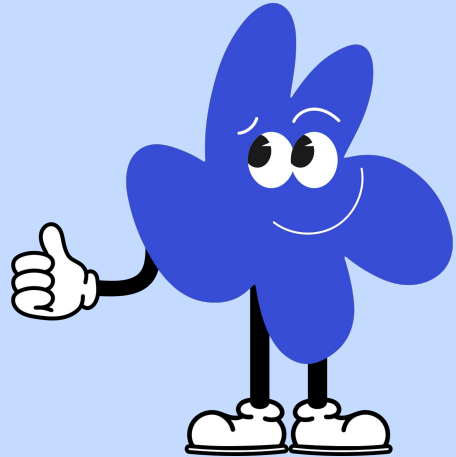


Fifth Grade

# Financial Literacy

***Lesson 6***  
***Writing a Resume***



# What is a Resume?

A resume is a formal document that a job applicant creates to itemize their qualifications for a position. It is the first step on your path to getting a job.

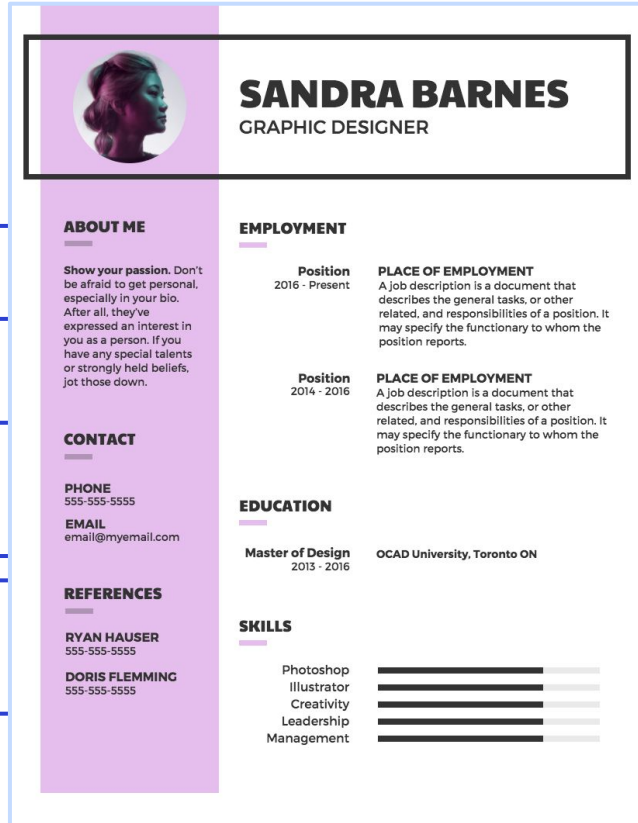
A resume is sometimes accompanied by a customized cover letter in which the applicant expresses an interest in a specific job or company and draws attention to the most relevant specifics on the resume. And sometimes you can use a brief video or other illustration to add to your resume and help you stand out from the crowd.



Getty Images

**What should you NOT include in a resume?**

# Diagram of a Resume



A description of you and what you want.

Your contact info

Your references

Your activities (filled with action verbs)

Your education

Your skills

# VIDEO: How Long Should Your Resume Be?

## HOW LONG SHOULD YOUR RESUME BE?



CLICK TO PLAY

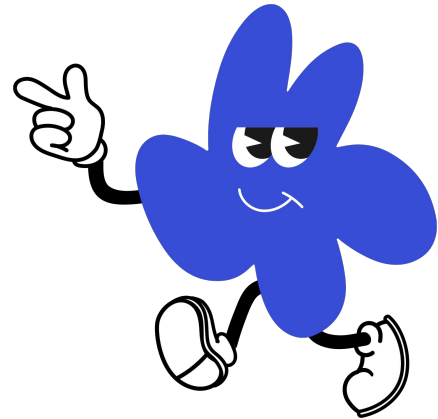
**2 PAGES MAX**

 INVESTOPEDIA

# Action Verbs

An action verb is a word that describes an act that can be physical or mental. What are some action verbs you plan to use on your resume?

develop travel  
supervise solve implement supply  
reorganize create improve instruct plan  
meet direct lead initiate delegate present  
foster collaborate adapt invent research  
expand balance analyze establish organize  
complete accomplish achieve set  
perform communicate coordinate  
contribute compile conduct execute  
work participate increase engage  
assess support propose



# Resume Writing Tips

1. Keep it simple: Employers scan resumes quickly.
2. Tell the truth, without exaggeration! Employers will spot your lies (even little ones).
3. Emphasize your accomplishments in and out of the classroom.
4. Be confident, positive, and active.
5. Never start with "I". Start with a verb instead.
6. Highlight the skills and abilities appropriate for the position you want.
7. Make sure your resume is flawless. Proofread it and have someone else proofread it.
8. Keep your resume up-to-date even after you get a job and start earning a paycheck.



Getty images

# No Work History? No Problem?

Potential employers want to know you're responsible, ambitious, and able to follow through on a plan. You can show that in lots of ways.

Think about your volunteer activities, hobbies, sports, honor roll, and other student organizations as a way to highlight the best of what you can bring to a job.

**Gather all the information you'll need to write your resume and fill out your worksheet!**

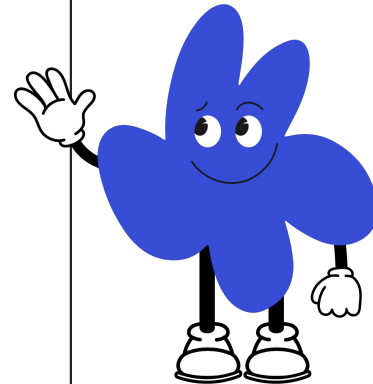
## Resume Writing Worksheet

### Personal Information

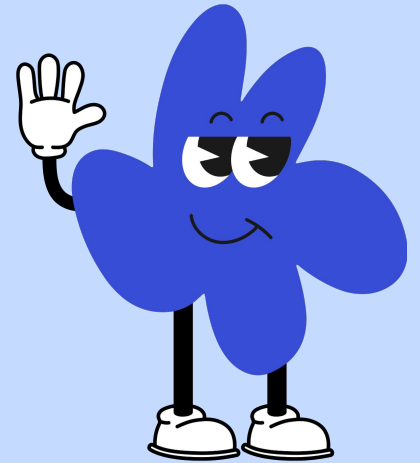
Full Name	
Address	
Phone Number	
Date of Birth:	

### Educational Background

School Name		School Address	
Course of Study		Dates of Attendance	From:
Degree/Diploma Received or Grade Level Completed			To:
School Name		School Address	
Course of Study		Dates of Attendance	From:
Degree/Diploma Received or Grade Level Completed			To:
School Name		School Address	
Course of Study		Dates of Attendance	From:
Degree/Diploma Received or			To:



thanks.





# APPENDIX: Resources and Activity Worksheets

## Slide 7: Resume Worksheet

- Print a copy of the worksheet following this slide for each student.
- Encourage them to be as detailed as possible, and showcase as much of their classroom and life experiences as possible
- Once complete, ask the class for feedback on the exercise. Is there anything they wish they had more of for their resume? Anything they struggled to fill in? What do they feel best about?

# Resume Writing Worksheet

## Personal Information

Full Name	
Address	
Phone Number	
Date of Birth:	

## Educational Background

School Name		School Address	
Course of Study		Dates of Attendance	From:
Degree/Diploma Received or Grade Level Completed			To:
School Name		School Address	
Course of Study		Dates of Attendance	From:
Degree/Diploma Received or Grade Level Completed			To:
School Name		School Address	
Course of Study		Dates of Attendance	From:
Degree/Diploma Received or			To:

Grade Level Completed			
-----------------------	--	--	--

Extracurricular Activities (teams, clubs, volunteer work, etc.):

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---



---

Honors and Awards Received:

---



---

Computer Skills (what hardware and software can you use well?):

---



---

Machine Skills (what machines can you operate?):

---



---

Specialized Skills (languages you speak, car repair, musical instruments you play):

---



---

## Work Experience

Employer		Position Held	
Employer Address		Starting Pay	
Employer Phone Number		Ending Pay	

Supervisor's Name		Supervisor's Title	
Reason for leaving			
Duties & Responsibilities		Dates Employed	From:
Duties & Responsibilities			To:
Duties & Responsibilities			

Employer		Position Held	
Employer Address		Starting Pay	
Employer Phone Number		Ending Pay	
Supervisor's Name		Supervisor's Title	
Reason for leaving			
Duties & Responsibilities		Dates Employed	From:
Duties & Responsibilities			To:
Duties & Responsibilities			

Employer		Position Held	
Employer Address		Starting Pay	
Employer Phone Number		Ending Pay	
Supervisor's Name		Supervisor's Title	
Reason for leaving			
Duties & Responsibilities		Dates Employed	From:

Duties & Responsibilities			To:
Duties & Responsibilities			

## References

Name	
Employer	
Job Title	
Address	
Phone #	
How long as this person known you?	
Why can this person recommend you for a job?	
Has this person given their permission to be used as a reference?	

Name	
Employer	
Job Title	
Address	
Phone #	

How long as this person known you?	
Why can this person recommend you for a job?	
Has this person given their permission to be used as a reference?	

Name	
Employer	
Job Title	
Address	
Phone #	
How long as this person known you?	
Why can this person recommend you for a job?	
Has this person given their permission to be used as a reference?	