

VOLUNTEER INSTRUCTIONS

Resume Building Activity

SETUP: Desks should be in 5 groups. In the center of each group, place a large baggie labeled “bad resumes,” a baggie of blocks, and a colored, blank resume board. (Place the board upside down on top of the two baggies so students don’t disturb them.)

Goal: Students will understand how to create a basic resume for their first job.

Introduce yourself and briefly share your career/education background.

Opening Remarks: (2 minutes)

- How many of you know what a resume is?
 - *A resume is a brief account of a person’s education, qualifications, and previous experience, typically sent with a job application.*
- Why is a resume important?
 - *Think of a resume as a tool for marketing yourself. Many times, you send your resume before meeting the interviewer face to face. It is their first impression of you.*

Show the Resume Video: (4 minutes)

- In the first activity, students will watch a video about writing a resume.
 - The teacher should have a link to the video already downloaded onto a computer. If not, insert the flash drive in your bin into the computer or scan the QR code.
 - Play the video.

Examine Bad Resumes: (10-15 minutes)

- After watching the video, distribute the **Resumes** handout.
- Point out the side that reviews good and bad resume qualities (highlights from the video) and tell students they can use it for the next activity.
- Have someone from each group get the “bad resume” baggie that contains 5 laminated, bad resumes, 5 dry erase markers, and an eraser and distribute resumes and markers to group members. Have the groups figure out what’s wrong with each of the resumes. Some things will be obvious without even having to read the resumes, but others will require a closer look. They can use their handouts while they work. They can write on the resumes (or circle things) with the dry erase pen.
- As a class and using your teacher answer keys, have students share what they found wrong with each resume. Start with everyone looking at #1 and discussing, then #2, etc. **Follow up with the information from your answer keys in the volunteer folder.**
- **PLEASE** use the wipes to erase all marks from all 5 resumes between the groups. Then put the resumes, 5 pens, back in the large baggie.
 - If students tell you that their marker is dry, please throw it away and replace it with one of the extras in your bin.

Resume Content: (3 minutes)

- Looking at the other side of their handout, point out the basic parts of a resume for a first job. Students SHOULD NOT be writing down their details yet – they can do this at a later time.
 - **Your personal information:** Name, home address, phone and email. Review the information in the box.
 - **Work and volunteer experience.** Review the information in the box. Ask for an example of volunteer or work experience from one student.
 - **Extracurricular activities and achievements.** Review the information in the box. Ask for an example of something they may want to put in this area of the resume. IE: first chair in band, scouting achievements, team captain.
 - **Education and academic achievements.** Review the information in the box.
 - **Personal qualities.** What are some positive personal qualities that you might include? IE: dependable, willing to learn new things, prompt, easy to get along with.
 - **References.** Review the information in the box. Give examples of good references: coach, music teacher, math teacher, church leader, etc.
- Students may keep this handout to use for reference when they write a resume.

Resume Building: (5 minutes)

- Tell the students that they will work with their group to create a resume using blocks. Their name in this activity is **Devon Harrison**.
- Have someone from each group get the baggie of blocks **and give a few blocks to each student in the group. This is so that everyone participates.** They should also flip over the resume board.
- It is their job, as a team, to develop the best resume using the blocks given to them.
- There are **8** blocks that have poor examples and do NOT belong on the resume. The students should put those to the side and not use them.
- They have about **5 minutes** to look at all the blocks and build their best resumes on the poster.
- When a group thinks they have their resume built correctly, have them raise their hands.
- Using your answer sheet in the volunteer folder, check the team's answers and correct them if necessary.
- Show them the laminated copy of Devin Harrison's resume (in the volunteer folder) so that they can see a copy of a GOOD resume.
- If time allows, discuss with the whole group why the blocks not used are items that should not be on a resume, as shown on page 2 of the resume answer key.
- Students should return the 25 blocks to the baggie. Both baggies and the resume block board (upside down) should be returned to the center of the desks for the next group.

Closing/Talking Points:

Remind the students that everyone who applies for a job will need a resume. Even if you're a teenager going for your first job, a resume will help you to stand out from other applicants.

Remind the students to take the blank resumes along with them. Ask them to keep it in a safe place and update it as things change in their lives.

End of Day Clean-Up Checklist – Place the following back in the bin:

- **Resume block sheets - laminated (5)**
- **(5) Large “Bad Resume” baggies, each containing the following:**
 - **5 laminated bad resumes**
 - **5 dry erase markers**
 - **25 Colored blocks**
- **Resume Tips Poster**
- **Pack of wipes to clean dry erase marker**
- **Extra Dry Erase Markers**
- **Resume Video USB (1)**
- **Resume Video QR Code (1)**
- **Volunteer Instructions Folder**
 - **Bad Resumes Teacher Answers (1)**
 - **Resume Building Answer Key (1)**
 - **Resume Block Photo (1)**
 - **Devon Harrison Sample Resume (1)**
 - **Recap Question Card (1)**
- **Thank the teacher for allowing JA in their classroom today.**
- **Return Bin to JA staff in hospitality area.**

Smile. You made a difference today!

July 2025

Resumes

Ultimately, you know you've written a good resume if it helps you get a job. However, there are certain qualities that the best resumes share:

A Good Resume

- Is easy to read
- Uses one professional font
- Is free of grammar, spelling and formatting errors
- Is no longer than one page
- Is tailored to the job description
- Is focused on a job seeker's relevant skills, achievements, and experience

A Bad Resume

- Is disorganized or difficult to read
- Has grammar, spelling, and formatting mistakes
- Has an unprofessional email address
- Includes distracting or inappropriate graphics or photos
- Has information that isn't relevant to the job
- Fails to highlight your accomplishments

Be sure to proofread your resume carefully!

Have someone else proofread it, too!

MY RESUME

Name _____

Address _____

Phone _____

Email _____

Make sure you have working voicemail and an appropriate outgoing message in case potential employers call. Never text a potential employer. Always return a phone call. Be sure to check the email address that you have listed.

Work and Volunteer Experience

List paid jobs and unpaid work, such as internships and volunteer jobs. Start each experience with an active verb. Use bullet points to punctuate your experiences.

Extracurricular Activities and Achievements

List relevant activities and any recognition received, such as certifications and awards.

Education and Academic Achievements

List your highest grade completed, GPA if above 3.0, honors and academic awards, and relevant courses completed.

Personal Qualities

List relevant traits.

References

Provide the names and titles of people who can vouch for your skills and dependability.

Resume Building Answer Key

Devon
Harrison
14

NAME

My home
address
6

ADDRESS

My cell
phone
number
21

PHONE

dharrison
@gmail.c
om
12

EMAIL

Make sure you have working voicemail and an appropriate outgoing message in case potential employers call. Never text a potential employer. Always return a phone call. Be sure to check the email address that you have listed.

WORK AND VOLUNTEER EXPERIENCE

JASCPA,
Summer
2022:
Volunteer
17

Denny's,
2022-
present:
Dishwasher
18

HMMS,
Summer of
2021: Soccer
referee
25

List paid jobs and unpaid work, such as internships and volunteer jobs. Start each experience with an active verb. Use bullet points to punctuate your experiences.

EXTRA CURRICULAR ACTIVITIES AND ACHIEVEMENTS

Cross
Country,
2020-present
23

Scouts,
2018-
present
8

List relevant activities and any recognition received, such as certifications and awards.

EDUCATION AND ACHIEVEMENTS

Student of
the Month,
March 2021
20

Computer
Programming
Certificate for
coding JAVA
15

Honor Roll,
6th-8th
grades
13

List your highest grade completed. GPA if above 3.0, honors and academic awards, and relevant courses completed.

PERSONAL QUALITIES

Dependable
and
responsible
5

Highly
organized,
attention to
detail
16

List relevant traits.

REFERENCES

Renaldo
Garcia,
Computer
Teacher
3

Daniel
Evans,
Director of
HMMS
1

Tom
Russell,
CEO JA of
SCPA
19

Provide names and titles of people who can vouch for your skills and dependability.

ANSWER KEY: Highlighted areas are the CORRECT answers and should be in order from top to bottom.
The blocks in each row can be in any order.
All other answers should be off to the side.

Name

Devon Harrison

Shorty Harrison

Address

My home address

My Grandma's address

Phone

My cell phone number (Only use a number that will go directly to you or your house. Your cell phone, a house phone)

Email

dharrison@gmail.com

mymomsemail@gmail.com

Work and Volunteer Experience

JA of South Central PA, Summer 2022: Volunteer

Denny's Restaurant, 2017-present: Dishwasher

HMMS, Summer of 2019: Soccer referee

Grandma's House, Summer of 2018: cleaned garage

Extracurricular Activities and Achievements

Cross Country, 2020-present

Scouts, 2018-present

Fortnite, 2018-present; Level 80

Education and Academic Achievements

Honor Roll, every semester 6th-8th grades

Computer Programming Certificate for coding JAVA

Student of the Month, January 2021

All A's and B's but failed Algebra

Personal Qualities

Highly organized with attention to detail

Dependable and responsible

Class clown

References

Daniel Evans, Director of HMMS

Tom Russel, President Junior Achievement of SCPA

Renaldo Garcia, Computer Programming teacher

Mom and Dad Harrison

Blocks NOT used in the résumé building: Reasons shown beside incorrect answers.

Incorrect Answer	Reason
Shorty Harrison	Nicknames should not be used on a résumé. Once you are hired, you may suggest they call you by a nickname, if appropriate. (Missy for Melissa)
My Grandma's address	Your home address is the only address you should use on a résumé.
mymomsemail@gmail.com	Always use your own email address. If you don't have your own email address, either sign up for your own or ask your parents' permission to use theirs and explain at interview. Your own is always better.
	Don't use an email address that is not positive in nature. Not working for a living says a lot about your first impression.
Grandma's house: cleaned garage	Only use jobs where there is consistency as well as for people outside of your family. Dog sitting for a specific neighbor(s), mowing lawns, etc. are good positive examples.
All A's and B's but failed Algebra	Only put your Grade Point Average of 3.0 or above.
Class clown	Not a business-like first impression for MOST jobs.
Fortnite, 2018-present; Level 80	This won't impress employers (unless you're applying for a gaming job).
Mom and Dad Harrison	Do not use family members as personal references.

Devon Harrison
123 Main Street, York
717-659-7777
dharrison@gmail.com

Work and Volunteer Experience

2022- present	Denny's Restaurant, Dishwasher
2023 summer	Junior Achievement of South Central PA (JASCPA), volunteer
2022 summer	HMMM, soccer referee

Extracurricular Activities and Achievements

2020- present Cross Country
2018- present Scouts

Education and Academic Achievements

Honor Roll, every semester 6-8th grades
Computer programing Certificate for coding JAVA
Student of the month, January 2023

Personal Qualities

Highly organized with attention to detail
Dependable and responsible

References

Daniel Evans, Director of HMMS
Tom Russell, CEO, Junior Achievement
Renaldo Garcia, Computer Teacher



PROFILE

Sales Maestro with more than 10 years experience in retail environments. Recognized for my ability to close deals, provide excellent customer service, and generate cold hard cash. Hire me to boost your company and get the job done.

CONTACT

PHONE:
678-555-0103

EMAIL:
TheHamMan@hotmail.com

HOBBIES

Jiu-jitsu
Philosophy



HAM DUGO

HAM DUGO

Sales Associate

EDUCATION

University of Phoenix – Tempe, AZ
Graduated 2008
AS in Business Administration
President of Jiu-jitsu Club

WORK EXPERIENCE

Walmart Sales Associate

2015–Present

- Help like 50 customers per day by answering questions and helping them find products
- Recommended advanced merchandise display techniques to management, which were implemented and resulted in better sales
- Close roughly \$500 in sales every week
- Named "Employee of the Month" 4 separate times

ZARA Sales Associate

2008–2015

- Stocked and organized inventory with accuracy and efficiency
- Personally broke state-wide records for the number of bootcut jeans sold
- On average, sold more than \$1,500 in merchandise each week
- Once convinced a Chechen businessman to buy our entire collection of button up shirts

SKILLS

MS Office	35%
Italian language	15%
Keeping it cool	100%
Sales	100%
Customer service	90%

Answers:

- No nicknames (Ham Dugo)
- Distracting Graphics (Customer Dugo Sales, shadowed name, coins, graph)
- Casual Photo
- Small font

Work History

2020-01 - Current

Server

Wild Billie Geet's Texas Steakhose, Texarkana, TX

- Guided arriving guests to tables, took drink orders and relayed information to bartenders.
- Responsible for severing guests to create memorable moments and long-lasting loyalty.
- Applied comprehensible knowledge of wine, cider, and beer, increasing daily beverage sales by 47%.

2017-01 - 2019-12

Surver

KJ's All-American Diner, Texarkana, TX

- Supervised restocking of salad bar and buffay for lunch and dinner service.
- Achieved monthly sales goals by using successful strategies to promote specials, deserts and alcoholic beverages.
- Forested enjoyable event atmosphere through friendly guest interactions
- Stored food in designated containers and storage areas to increase shelf life, improve kitchen organization and provide easy excess during busy peek service

Answers:

- Spelling errors: "**severing** guests" "surver" "buffay" "deserts" "excess"
- Proofread your resume (or have someone else do it). Don't rely on spell check. Most of the above errors are words...just the **WRONG** words.



Gurt Rugg

Regional Manager/Cryptocurrency Expert

Motivated go-getter with robust experience in maximizing synergy in businesses. Naturally detail-oriented and a self-starter. Hire me to drive results and achieve quantifiable goals.

Hit me up

Mobile:

123-456-7890

Email:

burt.rugg@email.com

Website:

fresh-ideas-revolution.io

Address:

14 Manhattan Ave., Baltimore, MD

Personal motto:

"Success is where preparation and opportunity meet."

- Bobby Unser

Work Experience

Regional Manager

Cheesecake Factory, Towson, MD | July 2020 - December 2021

- Developed holistic solutions to low sales by targeting underperforming ROI
- Reduced variable costs by strategically not paying overtime wages
- Trained new employees to think innovatively and be hungry for success
- Pioneered a cutting-edge sales strategy via the introduction of our weekly "Tortilla Tuesday" special
- Recognized as a thought leader in the food and beverage industry due to my ability to think outside the box

Blockchain Pioneer

Self Employed | 2018 - Present

- Masterminded and launched game-changing NFT project "Dope Sea Chimps"
- Provide personalized online lessons on blockchain technology and the data-driven event horizon that is web 3.0
- Personally predicted the rise of machine learning vis-a-vis the metaverse

Answers:

- Don't use "buzz words": go-getter, hungry for success, self-starter. Use words related to the job description.
- Personal motto is someone else's quote.
- Seems this person is trying too hard

Ken Smith

ABOUT ME

Vegan, thrill-seeking single dad of two beautiful children, ages 10 and 13. Looking to expand my horizons through full-time employment with a flexible schedule that accommodates my morning mindfulness and goal-setting routine. Born hustler and big believer in the transformative power of meditation.
#StayHumble #ProudDad

CONTACT

PHONE: 274-038-1937

EMAIL: partyhardy75@hotmail.com

ADDRESS: 285 Wheeler Ave.
Jacksonville, FL 32210

BIRTHDAY: July 17, 1978

MARITAL STATUS: Single

- Worked both front and back of house in a vegan bakery on Main Street
- Introduced a successful waste-reduction and composting program to the bakery

Yoga Instructor - Mystik
July 2017 - August 2017

- Led personalized classes with focuses on stress relief and introduction to meditation
- Worked closely with other instructors to maintain a clean and organized studio
- Held private yoga sessions for VIP clients

SKILLS & HOBBIES

- Reiki Level 2 practitioner
- Making people laugh
- Poker
- Vegan baking
- Online political debates

Answers:

- He is OVER sharing information – sounds like a dating app rather than a resume
- Unprofessional email address - partyhardy76@hotmail.com You can create a professional email address for free on Gmail and other platforms.

Charles Foghorn

200 H Street, Washington, D.C.

charlie.foghorn@gmail.com

(203) 451-2216

EXPERIENCE

Reporter at McClatchy Washington Bureau, Washington, D.C.

September 2018 - August 2020

- Pitched and wrote weekly stories for McClatchy's national newspapers, the *Miami Herald* in particular
- Reported on 2018 congressional races, as well as Senate hearings
- Assisted lead editors with short and long-term economic research

Organizer at Orange County Democratic Committee, Orange County, CA

June 2017 - August 2018

- Used NGP VAN to update voter profiles, pull voter registration lists, and track contributions
- Planned and prepped for grassroots events aimed at recruiting new members from more than 100 precincts
- Ran voter registration drives, having received voter registration certification in Virginia

Answers:

- Avoid fancy fonts that are hard to read or look like handwriting. You may be highly qualified, but employers might give up on your resume if they can't read it.