

NEW MEXICO 4-H

Aggie Next Step

My Resume: Writing It



Post Secondary Pathways



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My Resume: Writing It

INTRODUCTION

In this lesson, participants will take what they have learned and apply it to creating a basic resume. The focus will be on organizing information clearly, highlighting strengths, and presenting experiences in a way that captures the attention of employers. By the end, participants will have a draft resume they can continue to refine as they gain new experiences.

SET UP

Review lesson materials and determine which worksheets and handouts you will use for the lesson. Print enough pre/post assessments, worksheets, and handouts for each participant.

ACTIVITY

1. Have participants complete the **Pre-assessment**.
2. Activate prior knowledge with these discussion questions:
Q: What's one experience you've had (job, school, or activity) that could go on a resume?
3. Distribute **Resume Comparison**. In pairs, participants identify strengths and weaknesses. Use these discussion questions to debrief:
Q: What makes Resume A stronger than Resume B? (professional email, action verbs, measurable results, clean format)
4. Distribute **Action Verb Practice Worksheet**. Explain that a strong resume bullet point includes an action verb + what you did + the result/impact. Allow time for participants to rewrite the practice sentences with a partner or small group.
5. Distribute **My Resume Template**. Allow time for students to draft their resume, using the template. (Optional homework assignment: Allow students to format and type a full resume after filling out the template.)

Supplies

- Worksheets
- Handouts
- Pens/Pencils

OUTCOMES

Students will be able to:

- **Plan and structure** a resume by identifying key skills, experiences, and appropriate action verbs.
- **Highlight** accomplishments and experiences in a way that appeals to employers.
- **Identify** essential components of a strong resume and understand their purpose.



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6. If time allows, pair up students for peer interviews. Each participant interviews their partner with these guiding questions:

Q: What did you do in this role/activity?

Q: What skills did you use?

Q: What was the result?

Participants can help revise at least one resume entry for their partner.

8. **Exit Ticket** – depending on time, this can be done as a class discussion, or students can complete the worksheet in class, as homework, or in the following class.

9. **Have participants complete *Post-assessment*.**

WRAP UP

A well-written resume showcases your strengths and accomplishments, helping you make a positive impression on employers. With a clear structure and strong language, your resume becomes a powerful tool to open doors to new opportunities.



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RESOURCES

NM Standards:

NM PED Standards: Career and Technical Education (CTE):

CTE 1.1.2: Demonstrate knowledge and skills in language arts required to pursue the full range of postsecondary education and career opportunities

CTE 2.1.1: Select and employ appropriate reading and communication strategies to learn and use technical concepts and vocabulary

CTE 2.1.9: Listen to and speak with diverse individuals to enhance communication skills

CTE 7.1.3: Employ teamwork skills to achieve collective goals

CTE 9.1.1: Identify and demonstrate the use of positive work behaviors and personal qualities needed to be employable

CTE 9.2.1 Maintain a career portfolio to document knowledge, skills, and experience

Common Career Technical Core (CCTC) Standards: Career Ready Practices (CRP):

CRP-4: Communicate clearly, effectively, and with reason

CRP-10: Plan education and career path aligned to personal goals

CRP-12: Work productively in teams while using cultural/global competence

Optional ELA Alignment (Grades 6-12):

SL1: Participate in a range of conversations

L1: Demonstrate command of standard English grammar and usage

L3: Apply knowledge of language to understand how language functions in different contexts

Video Resources:

Note: Please preview all videos before showing them to students to ensure they are age-appropriate, relevant, and aligned with your classroom needs.

Resume Dos and Don'ts

<https://youtu.be/uLg3q44vfWI?si=04w3AjHqxCertixZ8>

Resume Basics

https://youtu.be/HGewnZ5jZbw?si=0ImFV_hlaA4BHtpF