

# NEW MEXICO 4-H

## Aggie Next Step

### My Resume: Writing It



## Post Secondary Pathways



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## 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](https://youtu.be/HGewnZ5jZbw?si=0ImFV_hlaA4BHtpF)



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