



# Career Life Education

## Lesson 10: Writing a Resume

### Core Competencies:

- Communication
- Thinking
- Personal & Social

### Big Ideas:

- Career-life decisions are influenced by internal and external factors, including local and global trends.

### Curricular Competencies:

- Communicate with the intent to highlight personal strengths, talents, accomplishments and abilities
- Explore and reflect on career-life roles, personal growth, and initial planning for preferred career-life pathways
- Identify career-life challenges and opportunities, and generate and apply strategies

In this assignment, students will learn the basics of writing a professional resume, and strategies to make their resumes stand out amongst the competition!

### Assignment - Making a resume using myBlueprint:




The hope is that last year in CLE 9 you started to develop a resume. In today's assignment, you will then adapt your previous resume to include any of the skills, experiences, or knowledge you have gained over the past year. Don't worry if you never had a chance to start your resume last year, you can start one today!

You may feel as though you still don't have a lot of experience to put on a resume, but you probably have more than you think! Try to remember any of the paid or unpaid work or volunteer experience you have, any transferable skills you have gained through activities inside or outside of school, or any new or interesting classes you have taken. This is a good opportunity though to see where you may want to gain more experience in the next couple of years to round out your resume sections before you graduate!

## **Instructions:**

1. Log into your myBlueprint account with your username and password.
2. On the left-hand toolbar, choose "Resumes" under the "Work" heading if you are making a new resume. Then click "+ Add Resume" on the top right corner of your screen and give your resume a title such as "Your Name Grade 10".
3. If you are just adapting your resume from last year, then use this opportunity to create it in your myBlueprint account.
4. If you are making a resume from scratch, take the time to work through the resume sections to the best of your ability. Remember to highlight your best skills and experiences and use powerful verbs such as "organized" and "coordinated" instead of passive verbs such as "has" or "did".
5. If you are just adapting your resume from last year, add any new experiences, skills, classes you've taken and knowledge you've gained!
6. Experiment with the different features in myBlueprint such as layout and switching the order of your sections until you find one that you prefer.
7. Continually preview your resume by clicking "Preview Resume" at the bottom right hand side of your screen.
8. When your resume is finished, from the Preview Resume screen, click "Add to Portfolio" and "Export" to add your resume to your Grade 10 portfolio and then save it, and export it to a PDF for submission to your teacher.

# Assessment

Resume Rubric					  	
Criteria	Ratings				Pts	
Function	<b>4.0 pts</b> <b>100%</b> Audience and purpose of the resume are strong and clear.	<b>3.0 pts</b> <b>75%</b> <b>Audience and purpose are present but could be stronger.</b>	<b>2.0 pts</b> <b>50%</b> Audience and purpose are less clear, and weak parts remain.	<b>1.0 pts</b> <b>25%</b> Audience and purpose are not clear.	4.0 pts	
Form & Content Functional or Chronological	<b>4.0 pts</b> <b>100%</b> Format of the resume is clear. Each major section includes required information (objective statement, names, dates, locations, etc.).	<b>3.0 pts</b> <b>75%</b> Format is mostly clear. Each major section includes most of the required information (objective statement, names, dates, locations, etc.).	<b>2.0 pts</b> <b>50%</b> Format is confusing. Major sections are missing information (objective statement, names, dates, locations, etc.).	<b>1.0 pts</b> <b>25%</b> <b>Format is hard to see. Major sections are missing information (objective statement, names, dates, locations, etc.).</b>	4.0 pts	
Effectiveness	<b>4.0 pts</b> <b>100%</b> Resume shows a very professional appearance, tone, and style.	<b>3.0 pts</b> <b>75%</b> Resume shows an appropriate appearance, tone, and style. Some inconsistencies remain.	<b>2.0 pts</b> <b>50%</b> Resume shows a less professional appearance, tone, and style. Several weaknesses need attention or revision.	<b>1.0 pts</b> <b>25%</b> Resume does not have a professional appearance, tone, or style. Much revision is needed.	4.0 pts	
Grammar & Mechanics	<b>4.0 pts</b> <b>100%</b> <b>Writer follows all guidelines for spelling, grammar, usage, mechanics, etc. Sentences are strong and have a varied structure.</b>	<b>3.0 pts</b> <b>75%</b> Writer follows most guidelines, but some sentences are unclear, uneven, or contain errors.	<b>2.0 pts</b> <b>50%</b> Writer follows some guidelines, but sentences contain multiple errors and are difficult to understand.	<b>1.0 pts</b> <b>25%</b> Writer has difficulty following guidelines; most sentences contain numerous errors and cannot be understood.	4.0 pts	
					<b>Total Points: 16.0</b>	