



Task Title: Write a Resume

OALCF Cover Sheet – Practitioner Copy

Learner Name: _____

Date Started: _____

Date Completed: _____

Successful Completion: Yes No

Goal Path: Employment Apprenticeship
Secondary School Post Secondary Independence

Task Description: Write a resume based on a job ad.

Main Competency/Task Group/Level Indicator

- Find and Use Information/Read continuous text/A1.2
- Communicate Ideas and Information/Write continuous text/B2.2
- Communicate Ideas and Information/Complete and create documents/B3.2a
- Use Digital Technology/D.2

Materials Required:

- Pen/pencil and paper
- Computer or digital device with access to word processor (e.g., Microsoft Word or Google Docs)

Task Title: WriteAResume_E_A1.2_B2.2_B3.2a_D.2

Learner Information

A resume should be tailored to each specific job ad. Scan the Job Ad for Camp Counsellor.

Job Ad

Title: Camp Counsellor (Summer Camp - May to August)
(NOC: 54100)

Terms of Employment: Seasonal, part time leading full time, weekend, day, night, evening

Salary: \$17.00 to \$19.00 per hour; 30 hours per week

Location: Anytown, Ontario

Education: Some college/CEGEP/vocational or technical training, completion of high school

Credentials (certificates, licences, memberships, courses, etc.):
Cardio Pulmonary Resuscitation (CPR) certificate, First Aid certificate, Customer service training

Experience: 1 year to less than 2 years

Languages: Speak English, read English, write English

Type of Clients: Children, adolescents

Work Setting: Day camp

Skills and Requirements: Demonstrate and instruct athletic, fitness or sports activities and techniques, instruct groups and individuals in arts and crafts, lead groups and individuals in recreational or leisure programs, plan and carry out recreational activities, enforce safety rules and regulations, understand principles of group dynamics, mediate disputes, provide emergency or first aid assistance, assist with special events, prepare reports, keep logs and maintain records, ability to supervise more than 20 people

Security and Safety: Criminal record check

Work Site Environment: Outdoors

How to Apply:

Please apply for this job by e-mail. Failure to do so may result in your application not being properly considered for the position.

E-mail: hr@campjob.com

Work Sheet

Task 1: Open a web browser on the computer. Search for sample resumes. Write down two different types of resumes you find.

Answer:

Task 2: Which type of resume would you like to use? For example, chronological or functional.

Answer:

Task 3: Write a draft of your resume below, including the following information.

- **Name and address**
- **Two job objectives that suit the attached job ad**
- **Personal qualities that suit the attached job ad**
- **Skills that suit the attached job ad**
- **Interests**
- **Work experience**
- **Education to date**
- **References**

Answer:

Task 4: Open a word processing program on the computer. Referring to the sample resume for formatting ideas, enter the information you developed in your draft into a Word or Google Doc.

Answer: No written response required here.

Task completed: Yes: No:

Task 5: Review the resume to make sure it contains all the information you need and use spell check to check your spelling and make any corrections.

Answer: No written response required here.

Task completed: Yes: No:

Task 6: Save the resume to the computer or USB. If possible, print your resume and show it to your instructor.

Answer: No written response required here.

Task completed: Yes: No:

Answers

Answers will vary depending on web search findings and the learner's experience.

Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
A1.2	Scans text to locate information			
	Locates multiple pieces of information in simple texts			
	Makes low-level inferences			
	Makes connections between sentences and between paragraphs in a single text			
	Follows the main event of descriptive, narrative and informational texts			
	Obtains information from detailed reading			
	Begins to identify sources and evaluate information			
B2.2	writes texts to explain and describe			

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Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
	conveys intended meaning on familiar topics for a limited range of purposes and audiences			
	begins to sequence writing with some attention to organizing principles (e.g. time, importance)			
	connects ideas using paragraph structure			
	uses limited range of vocabulary and punctuation appropriate to the task			
	begins to select words and tone appropriate to the task			
	begins to organize writing to communicate effectively			
B3.2a	uses layout to determine where to make entries			
	begins to make some inferences to decide what information is needed, where and			

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Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
	how to enter the information			
	makes entries using a limited range of vocabulary			
	follows instructions on documents			
D.2	selects and follows appropriate steps to complete tasks			
	locates and recognizes functions and commands			
	makes low-level inferences to interpret icons and text			
	begins to identify sources and evaluate information			
	performs simple searches using keywords (e.g. internet, software help menu)			

This task: Was successfully completed Needs to be tried again

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Learner Comments:

Instructor (print):

Learner (print):
