



Task Title: Resume Content

OALCF Cover Sheet – Practitioner Copy

Learner Name: _____

Date Started (m/d/yyyy): _____

Date Completed (m/d/yyyy): _____

Successful Completion: Yes No

Goal Path: Employment Apprenticeship
Secondary School Post Secondary Independence

Task Description: Understand the types, contents, and layouts of resumes.

Competency: A: Find and Use Information
B: Communicate Ideas and Information

Task Groups: A1: Read continuous text
A2: Interpret documents
B2: Write continuous text

Level Indicators:

- A1.1: Read brief texts to locate specific details
- A1.2: Read texts to locate and connect ideas and information
- A2.1: Interpret very simple documents to locate specific details
- B2.2: Write texts to explain and describe information and ideas

Performance Descriptors: See chart on the last page

Materials Required:

- Pen and paper
- Attached document Resume Content

Learner Information

You need a resume to apply for employment. Understanding how the resume is put together and what goes in it is important to your job search and the skills you have to offer. Read the Resume Content Document and complete the tasks.

Resume Content

What is a resume? It is a document outlining your work history or job-related experience and educational background. It should be presented in a clear and concise manner. Your resume is a tool used to market you and your skills to an employer and is a screening tool for an employer.

Types of Resumes

There are three types of resumes used by most people today and they include Chronological, Functional, and Combination (Chrono-Functional).

Chronological - This is the most traditional format, starting with your most recent employment.

Layout - It begins with your most recent work experience first where titles and organizations are listed first as a heading and followed by duties and accomplishments listed below.

Advantages - emphasizes progress/growth, easy to read and write

Disadvantages - highlights short term employment, shows gaps in employment

Functional - This resume focuses on skills, abilities, and qualities and may include both paid work, community, or volunteer activities

Layout - Skills are organized in categories such as Computer Expertise, Managerial Experience, or Retail Experience. Each skill category should have a heading relevant to the skills listed.

Advantages - highlights skills whether or not they pertain to work or community activities, does not show gaps in employment

Disadvantages - downplays direct experience to potential employer, more challenging to put together

Combination (Chrono-Functional) - Combines both Chronological and Functional. When listing experience, it will put skills together with experience eliminating timelines.

Resumes must always include:	Resumes must never include:
Name	References
Address	Salary
Phone Number	Abbreviations and Jargon
Email	Age, Race, Religion, Sex, and National Origin
Job-Related Experience/Skills	
Past Employers	
Education and Training	

Common Headings used in resumes may include:

- Contact Information
- Profile
- Education
- Experience
- Areas of Expertise
- Professional Development
- Significant Accomplishments
- Computer Skills
- Community Involvement
- Volunteer Experience
- Employment Experience

Other considerations when developing your resume:

- create a rough draft
- employers decide on an interview in less than one minute when reviewing a resume
- list all experience and education
- use action verbs to describe your duties and skills
- edit out information not relevant to a particular job prospect
- should not have any spelling or grammar errors
- never longer than two pages, but one page is preferred
- **Proofread, Proofread, Proofread**

Work Sheet

Task 1: What are the three kinds of resumes?

Answer:

Task 2: What are the advantages of a Chronological Resume?

Answer:

Task 3: What is the layout of a Functional Resume?

Answer:

Task 4: How much time does an employer take to decide on an interview?

Answer:

Task 5: What are 3 things that should never go in a resume?

Answer:

Task 6: What are two additional headings you may use in a Chronological resume?

Answer:

Task 7: In your own words, explain why it is important to continually proofread your resume.

Answer:

Answer Key

Task 1: List the three types of resumes

Chronological

Functional

Combination

Task 2: What are the advantages of a Chronological Resume?

Emphasizes progress/growth, easy to read and write

Task 3: What is the layout of a Functional Resume?

Skills are organized in categories such as Computer Expertise, Managerial Experience, or Retail Experience

Task 4: How much time does an employer take to decide on an interview?

Less than one minute

Task 5: What are 3 things that should never go in a resume?

Any of the following:

References, Salary, Abbreviations and Jargon, Age, Race, Religion, Sex, and National Origin

Task 6: What are two additional headings you may use in a Chronological resume?

The answers to this will vary but should contain items from the "Common Headings Used in Resumes" but should not include employment experience or work experience.

Task 7: In your own words explain why it is important to continually proofread your resume.

The answers to this will vary but should include

To find any mistakes with spelling and grammar, to ensure the information is relevant to the job prospect, etc.

Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
A1.1	Reads short texts to locate a single piece of information			
	Decodes words and makes meaning of sentences in a single text			
	Follows the sequence of events in straightforward chronological texts			
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 events of descriptive, narrative, and informational texts			
A2.1	Scans to locate specific details			
	Identifies how lists are organized (e.g. sequential, chronological, alphabetical)			
B2.2	Writes texts to explain and describe			
	Conveys intended meaning on familiar topics for a limited range of purposes and audiences			
	Uses limited range of vocabulary and punctuation appropriate to the task			

Task Title: ResumeContent_E_A1.1_A1.2_A2.1_B2.2

This task:

Was successfully completed

Needs to be tried again

Learner Comments:

Instructor (print):

Learner Signature:
