

## OALCF Task Cover Sheet

**Task Title:** Write a Resume

<b>Learner Name:</b>	
<b>Date Started:</b>	<b>Date Completed:</b>
<b>Successful Completion:</b> Yes ___ No ___	
<b>Goal Path:</b> Employment <input checked="" type="checkbox"/> Apprenticeship ___ Secondary School ___ Post Secondary ___ Independence ___	
<b>Task Description:</b> Write a resume for a job ad.	
<b>Competency:</b> A: Find and Use Information  B: Communicate Ideas and Information  D: Use Digital Technology	<b>Task Group(s):</b> A1: Read continuous text A2: Interpret documents B2: Write continuous text B3: Complete and create documents D2: Use Digital Technology
<b>Level Indicators:</b> A1.1: Read brief texts to locate specific details A2.2: Interpret simple documents to locate and connect information B2.1: Write brief texts to convey simple ideas and factual information B2.2: Write texts to explain and describe information and ideas B3.2a: Use layout to determine where to make entries in simple documents B3.2b: Create simple documents to sort, display and organize information D.2: Perform well-defined, multi-step digital tasks	
<b>Performance Descriptors:</b> see chart on last page	
<b>Materials Required:</b> <ul style="list-style-type: none"><li>• Pen and paper</li><li>• Computer</li><li>• Dictionary</li><li>• Attached Job Ad</li></ul>	

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### **Learner Information and Tasks**

When developing a resume it should be tailored to each specific job ad.

Complete the following tasks using the attached job ad.

**Task 1:** Search the internet for sample resumes.

**Task 2:** Decide on the type of resume you will use. For example: Chronological or functional.

**Task 3:** Begin to develop a draft of your resume using the following information. Use a pen and paper for the draft.

1. Your name and address
2. Two job objectives to suit the attached job ad
3. Personal qualities
4. Skills
5. Interests
6. Work experience
7. Education to date
8. References

**Task 4:** Open a word processing program on the computer.

**Task 5:** Refer to the sample resume for formatting ideas.

**Task 6:** Enter the information you have developed in your draft.

**Task 7:** Use a dictionary or spell check to locate the correct spelling of words.

**Task 8:** Review the resume to make sure it contains all of the information.

**Task 9:** Save and print the final version of your resume.

**Title: Camp counsellor (Summer Camp - May to August) (NOC: 5254)**

**Terms of Employment:** Seasonal, Part Time leading Full Time, Shift, Weekend, Day, Night, Evening

**Salary:** \$10.25 to \$14.00 Hourly for 30 hours per week

**Location:** Hamilton Downtown / Flamborough / Dundas, Ontario (20 vacancies )

**Skill Requirements:**

**Education:** Some college/CEGEP/vocational or technical training, Completion of college/CEGEP/vocational or technical training, Some university, Completion of university

**Credentials (certificates, licences, memberships, courses, etc.):**Cardiopulmonary Resuscitation (CPR) Certificate, Customer Service Training

**Experience:**1 year to less than 2 years

**Languages:** Speak English, Read English, Write English

**Type of Clients:** Children, Adolescents, Multi-ethnic groups

**Work Setting:** Camp, Private business

**Activity Focus:** Leading/instructing groups, Patrolling/supervising activities

**Specific Skills:** 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

**Additional Skills:** Provide emergency or first aid assistance, Assist with special events, Prepare reports, Keep logs and maintain records

**Security and Safety:** Criminal record check

**Transportation/Travel Information:** Willing to travel regularly, Public transportation is available

**Work Location Information:** Urban area

**Ability to Supervise:** More than 20 people

**Work Site Environment:** Outdoors

**Essential Skills:** Oral communication, Working with others, Problem solving, Decision making, Critical thinking, Significant use of memory, Computer use

**How to Apply:**

Please apply for this job only in the manner specified by the employer. Failure to do so may result in your application not being properly considered for the position.

**By E-mail:**hr@campjob.com

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<b>Performance Descriptors</b>		<b>Needs Work</b>	<b>Completes task with support from practitioner</b>	<b>Completes task independently</b>
A1.1	<ul style="list-style-type: none"> <li>reads short texts to locate a single piece of information</li> </ul>			
	<ul style="list-style-type: none"> <li>decodes words and makes meaning of sentences in a single text</li> </ul>			
	<ul style="list-style-type: none"> <li>follows the sequence of events in straightforward chronological texts</li> </ul>			
	<ul style="list-style-type: none"> <li>follow simple, straightforward instructional texts</li> </ul>			
A2.2	<ul style="list-style-type: none"> <li>performs limited searches using one or two search criteria</li> </ul>			
	<ul style="list-style-type: none"> <li>extracts information from tables and forms</li> </ul>			
	<ul style="list-style-type: none"> <li>uses layout to locate information</li> </ul>			
	<ul style="list-style-type: none"> <li>makes connections between parts of documents</li> </ul>			
B2.1	<ul style="list-style-type: none"> <li>writes simple texts to request, remind or inform</li> </ul>			
	<ul style="list-style-type: none"> <li>conveys simple ideas and factual information</li> </ul>			
	<ul style="list-style-type: none"> <li>demonstrates a limited understanding of sequence</li> </ul>			
	<ul style="list-style-type: none"> <li>uses sentence structure, upper and lower case and basic punctuation</li> </ul>			
	<ul style="list-style-type: none"> <li>uses highly familiar vocabulary</li> </ul>			
B2.2	<ul style="list-style-type: none"> <li>writes texts to explain and describe</li> </ul>			
	<ul style="list-style-type: none"> <li>conveys intended meaning on familiar topics for a limited range of purposes and audiences</li> </ul>			
	<ul style="list-style-type: none"> <li>begins to sequence writing with some attention to organizing principles (e.g. time, importance)</li> </ul>			
	<ul style="list-style-type: none"> <li>connects ideas using paragraph structure</li> </ul>			
	<ul style="list-style-type: none"> <li>uses limited range of vocabulary and punctuation appropriate to the task</li> </ul>			

	<ul style="list-style-type: none"> <li>begins to select words and tone appropriate to the task</li> </ul>			
	<ul style="list-style-type: none"> <li>begins to organize writing to communicate effectively</li> </ul>			
B3.2a	<ul style="list-style-type: none"> <li>uses layout to determine where to make entries</li> </ul>			
	<ul style="list-style-type: none"> <li>begins to make some inferences to decide what information is needed, where and how to enter the information</li> </ul>			
	<ul style="list-style-type: none"> <li>makes entries using a limited range of vocabulary</li> </ul>			
	<ul style="list-style-type: none"> <li>follows instructions on documents</li> </ul>			
B3.2b	<ul style="list-style-type: none"> <li>follows conventions to display information in simple documents (e.g. use of font, colour, shading, bulleted lists)</li> </ul>			
	<ul style="list-style-type: none"> <li>sorts entries into categories</li> </ul>			
	<ul style="list-style-type: none"> <li>displays one or two categories of information organized according to content to be presented</li> </ul>			
	<ul style="list-style-type: none"> <li>identifies parts of documents using titles, row and column headings and labels</li> </ul>			
D.2	<ul style="list-style-type: none"> <li>selects and follows appropriate steps to complete tasks</li> </ul>			
	<ul style="list-style-type: none"> <li>locates and recognizes functions and commands</li> </ul>			
	<ul style="list-style-type: none"> <li>makes low-level inferences to interpret icons and text</li> </ul>			
	<ul style="list-style-type: none"> <li>begins to identify sources and evaluate information</li> </ul>			
	<ul style="list-style-type: none"> <li>performs simple searches using keywords (e.g. internet, software help menu)</li> </ul>			

**This task:** was successfully completed\_\_\_ needs to be tried again\_\_\_

<b>Learner Comments</b>

\_\_\_\_\_  
Instructor (print)

\_\_\_\_\_  
Learner Signature