

Task Title: Write a Resume

# OALCF Cover Sheet – Practitioner Copy

**Learner Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Started: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
| **Goal Path:** | Employment | Apprenticeship |
| Secondary School | Post Secondary | Independence |

**Successful Completion:**  Yes No

**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)

# 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**](https://www23.statcan.gc.ca/imdb/p3VD.pl?Function=getVD&TVD=1322554&CVD=1322870&CPV=54100&CST=01052021&MLV=5&CLV=5)**)**

**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:

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**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:

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# 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 |  |  |  |
|  | 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 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

Learner Comments:

Instructor (print): Learner (print):

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