

Title: How to Write a Resume

Objectives Students will practice writing a resume.										Time frame to Complete 45 minutes									
										NRS EFL 4									
Stackable Cert. Documentation	Technology	Study / Life skills	EL-Civics	Career Pathways	Police	Paramedic	Fire Rescue	Medical Asst.	EKG / Cardio	Phlebotomy	Practical Nursing	Healthcare Admin	Pharmacy Tech	IMT	AMT	HVAC	Welding	Other:	Electrician
				X													X		X
Standard(s) Addressed in Lesson Write to Convey Ideas																			
Benchmark(s) Addressed in Lesson W.4.2. Write for varying purposes (for example, to persuade, to explain, to entertain) W.4.3. Write for varying types of tasks (for example, business letters, job applications, literature responses, informational essays)																			
Materials <ul style="list-style-type: none"> • Computer with internet access • Sample welder resume (attached) • Sample electrician resume from http://career-advice.monster.com/resumes-cover-letters/resume-samples/sample-resume-electrician/article.aspx • Suggested online sites include: http://owl.english.purdue.edu/owl/resource/564/01/ and http://resume.monster.com/ 																			
Learner Prior Knowledge Students should have a basic understanding of the job search process. Students should have a basic understanding of searching the internet.																			
Activities <p><u>Step 1</u> Ask students if they have created a resume? What did it include? How did they use it? Briefly review the key information included in a resume. Distribute the sample trade resume. Explain that students will be creating a similar resume today.</p> <p><u>Step 2</u> Have the students turn on computers, open the internet browser, and go to http://career-advice.monster.com/resumes-cover-letters/resume-samples/sample-resume-electrician/article.aspx</p> <p><u>Step 3</u> Go through the format and the information necessary to complete writing a resume, comparing the two samples. Special note: the listing of certification (this will be important for many technical fields).</p> <p><u>Step 4</u> Students compile their personal information (including education/training, key skills, and work experience) to fill in the resume template.</p>																			

Step 5 Optional: Students may draft a resume in their journals or use a word processing program to create a resume. Teacher assists as needed.

Assessment/Evidence

Students will understand the information that is to be included in a resume. Students will compile a list of personal information that can be used to create a resume. If students create a resume, it may be saved in a portfolio as documentation for a Stackable Certificate.

Adaptations for Beginning Students

Individual assistance

Adaptations for Advanced Students

Advanced students can create a resume.

Teacher Reflection/Lesson Evaluation

This lesson was created by Middletown ABLE.

NAME

Address: City, State, Zip Code

E-mail address

Phone number

Cell number

WELDER SUPERVISOR

Talented and precision-focused with more than X years' experience in welding, tool and machine fabrication, inspection, and supervision. Excel at improving productivity and maintaining exceptional safety standards and ensuring adherence to superior quality controls. Outstanding design, blueprint reading, and mathematical abilities. Continually follow advances in welding industry to maximize efficiency. **Highlights of expertise include...**

Materials / Methods: Cast Iron, Nickel, Aluminum, Copper, Carbon and Low-alloy Steel ~ Manual Metal Arc (MMA) ~ Metal Inert Gas (MIG) ~ Tungsten Inert Gas (TIG) ~ Cutting, Brazing, Soldering

Safety / Administration: Destructive Test ~ Nondestructive Examination (NDE) ~ Allied Processes ~ Blueprints, Drawings, Specifications ~ Work Reports and Records

Supervision / Scheduling: Welding Inspection and Standards ~ Production Controls ~ Productivity and Performance ~ Training, Coaching, and Mentoring

CAREER EXPERIENCE

SMITH & SMITH, Middletown, Ohio, 3/2004 –Present

Welder

Perform welding of critical and high- value components. Inspect all fabricated materials after assembly for adherence to blueprint specifications and quality standards. Contribute to staff management to include hiring, shift scheduling, training, and team building.

Key Contributions:

- Reduced shop downtime by researching and implementing the latest tools, equipment, and techniques.
- Improved existing procedures substantially

continued...

TROY WELDING SHOP, Troy, Ohio, 9/1998 - 3/2004

Welder

Repaired and welded machine parts and plant equipment; performed sheet metal fabrications.

EDUCATION AND CREDENTIALS

BASIC AND ADVANCED STICK WELDING ~ MIG WELDING ~ TIG WELDING
Butler Tech Welding School- Hamilton, Ohio

AMERICAN WELDING SOCIETY (AWS) CERTIFICATION

PROFESSIONAL AFFILIATIONS
Member- American Welding Society