




Lesson Guide

Climbers learn about the essential components of a resume, how to use the STAR method to highlight achievements, and how to avoid common resume mistakes. By the end of the lesson, they have created a polished, tailored resume that showcases their strengths and qualifications.

Learning Objectives	Identify resume sections that highlight strengths and qualifications. Use the STAR method to write impactful, achievement-based points. Fix common resume mistakes for a polished, tailored document. Begin to design a resume using action verbs and transferable skills.
WIOA Program Elements	E13. Workforce Preparation Activities. Helps youth develop skills necessary for employment, such as resume writing and professional self-presentation. E4. Education Offered Concurrently with Workforce Preparation. Integrates career education with practical job-seeking skills.
Key Concepts	Resume Sections: The different parts of a resume that highlight a candidate's strengths and qualifications, such as contact information, summary, work experience, education, skills, and certifications. STAR Method: A structured manner for describing situations, tasks, actions, and results to create impactful, achievement-based points on a resume.
Materials	Coach Deck:  Resume Ready Internet-ready devices with Hats & Ladders access Activity: Resume Building Blocks Rubric: Resume Building Blocks Template: Resume

Coach Prep

1. Review lesson instructions and activity materials, including the **Coach Deck**, an optional resource you can use to guide Climbers through the lesson and digital Career Climb.
2. Arrange a computer lab or laptop cart, or instruct your group to bring their own devices with internet connectivity.
3. [Optional] From the Coach platform, assign the **Resume Ready** Career Climb to your group. This will allow you to track their progress from your dashboard.

Warm-Up

1. Introduce the importance of **strong action verbs** in making a resume stand out – they help to clearly and concisely describe what Climbers have accomplished!
2. Divide the group into small teams (3-4 Climbers each).
3. Give each team a category related to work experiences, such as "Teamwork," "Leadership," "Problem-Solving," "Communication," etc.
4. Each team has 5 minutes to come up with as many action verbs related to their category as possible.
For example, for "Teamwork," Climbers might come up with verbs like "collaborated," "coordinated," "supported," etc.
5. After 5 minutes, have each team share their list of action verbs with the group. Suggested prompts:
 - *What action verbs did your team come up with?*
 - *Why are action verbs important in resume writing?*
6. Briefly outline what will be covered in the lesson, including:
 - **How to structure a resume** – so employers can easily understand their qualifications.
 - **How to use the STAR method** – to showcase their achievements effectively.
 - **How to avoid common mistakes** – to present a polished and professional document.

Guide a Career Climb

1. Explain that resume writing is a process – a resume changes over time depending on the skills you acquire, the jobs you're seeking, and the end goal you have in mind. Suggested prompts:

- *Who has written a resume before?*
 - *Where are you on your resume-building journey?*
 - *What are some of your biggest challenges?*
2. Direct Climbers to the Hats & Ladders platform to complete the **Resume Ready** Career Climb, which consists of four Ladders:
 - **Resumes: Your Professional Story** (4 mins.)
 - **Write a Winning Resume with the STAR Method** (6 mins.)
 - **Resume Rookie to Rockstar** (8 mins.)
 - **Resumes to Power Up Your Potential** (5 mins.)
 3. Climbers can complete the entire Career Climb **at once**, or they can **pause** to share out takeaways and questions along the way.
 4. Climbers can then apply what they learned by completing the activity.

Activity: Resume Building Blocks

1. Have Climbers independently read through the instructions on the [activity handout](#).
2. Climbers complete the activity.
3. Facilitate a brief **pair-and-share reflection**. Suggested prompts:
 - a. *What section of the resume did you find easiest to fill in?*
 - b. *What section was the most challenging?*
 - c. *How did using the STAR method help you describe your achievements?*
4. Have a few Climbers share their reflections.

Wrap-Up

1. Emphasize that the resume they create in this lesson might not be their final version – and that's okay! Suggested prompt:
 - a. *Each role you apply for may require slight adjustments to your resume, offering new opportunities to highlight different skills and experiences that will help you grow and move closer to your ultimate career goals.*
2. Review key lesson concepts, including:
 - a. **Resume Sections:** The different parts of a resume that highlight a candidate's strengths and qualifications.
 - b. **STAR Method:** A structured manner for describing situations, tasks, actions, and results to create impactful, achievement-based points on a resume.

Assessment

- To evaluate the **Climbers' understanding** of the lesson, use the provided **rubric** to score activity submissions on a scale of 1 to 4 for each criterion.

Modifications

- If you do not have access to devices, have Climbers complete the digital Career Climb at home.

Activity: Resume Building Blocks

When applying for jobs, it's important to have a well-structured and polished document that highlights your strengths, qualifications, and achievements. Using this resume guide, fill in key sections to effectively showcase your qualifications and achievements. Then, use this content to fill out your full resume – and make sure to use [the template!](#)

Contact Information

Start by filling in your personal information.

Name:
 Phone Number:
 Email Address:
 LinkedIn Profile URL:

Relevant Experience

List one previous experience you've had. It could be a job title, a volunteer experience, or something else. Write out the company name, location, and time period; then, using the STAR method, try writing **two bullet points** describing your responsibilities and achievements.

	<p style="text-align: center;">Example:</p> <p>Administrative Assistant XYZ Corporation, New York, NY June 2020 – Present</p> <ul style="list-style-type: none"> ● Streamlined office operations by implementing a new filing system and digitizing records, which reduced document retrieval time by 50% and improved overall office efficiency. ● Coordinated scheduling and logistics for executive meetings, including booking venues, arranging travel, and preparing materials, ensuring that all meetings ran smoothly and on time.
<p>Remember to use action verbs and the STAR method!</p>	

 **Education**

List your earned degrees, institutions attended, and dates of graduation.

	<p>Example: Bachelor of Science in Marketing University of Example, Example City, State September 2016 – May 2020</p>
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 **Skills**

List your relevant skills, both technical and soft skills. Use action verbs to describe these skills.

	<p>Example: Technical Skills: Microsoft Office Suite, Adobe Creative Cloud, social media management. Soft Skills: Teamwork, problem-solving, time management.</p>
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Rubric: Resume Building Blocks

Criteria	1: Needs Improvement	2: Developing	3: Proficient	4: Exemplary
Contact Information	Did not fill in contact information.	Filled in some contact information but missed key details or made errors.	Filled in most contact information accurately.	Comprehensively filled in all contact information with clear and accurate details, including name, phone number, email address, and LinkedIn profile (if applicable).
Summary	Did not write a summary.	Wrote a basic summary but lacked clarity, coherence, or action verbs.	Wrote a clear and dynamic summary using action verbs, but may need minor improvements.	Wrote an exemplary summary that effectively highlights career objectives and key qualifications, using strong action verbs and clear, concise language.
Work Experience	Did not list work experience or provided incomplete information.	Listed some work experience but missed key details, achievements, or used the STAR method inconsistently.	Listed most work experience accurately, using the STAR method for some achievements, but may need minor improvements.	Thoroughly listed all work experience, using the STAR method effectively for all achievements, providing clear and impactful descriptions of responsibilities and accomplishments.
Education, Skills, and Certifications	Did not list education, skills, or certifications, or provided incomplete information.	Listed some education, skills, or certifications but missed key details or made errors.	Listed most education, skills, and certifications accurately, but may need minor improvements.	Comprehensively listed all relevant education, skills, and certifications with clear and accurate details, using action verbs to describe skills effectively.

Template: Resume

Your Name

City, State | (123) 456-7890 | no_reply@example.com | [LinkedIn URL](#)

EXPERIENCE

Company, Location — *Job Title*

MONTH 20XX - PRESENT

- Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh.

Company, Location — *Job Title*

MONTH 20XX - MONTH 20XX

- Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh.

Company, Location — *Job Title*

MONTH 20XX - MONTH 20XX

- Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh.

EDUCATION

School Name, Location — *Degree*

MONTH 20XX - MONTH 20XX

School Name, Location — *Degree*

MONTH 20XX - MONTH 20XX

SKILLS

- Lorem ipsum dolor sit amet.
- Consectetur adipiscing elit.
- Sed diam nonummy nibh euismod tincidunt.
- Laoreet dolore magna aliquam erat volutpat.

LANGUAGES

- Lorem ipsum
- Dolor sit amet