

Name _____ Date _____ Score _____

PROCEDURE 51-1. PREPARE A CHRONOLOGIC RÉSUMÉ

ABHES COMPETENCIES: 11.a.

TASK: Write an effective résumé for use as a tool in obtaining employment.

EQUIPMENT AND SUPPLIES:

- Computer with word processing software and a printer
- Current job posting
- Résumé paper
- Paper and pen

Standards: Complete the procedure and all critical steps in _____ minutes with a minimum score of 85% within three attempts.

Scoring: Divide the points earned by the total possible points. Failure to perform a critical step, indicated by an asterisk (*), results in an unsatisfactory overall score.

Time began _____ Time ended _____ Total minutes: _____

Steps	Possible Points	Attempt 1	Attempt 2	Attempt 3
1. Apply critical thinking skills as you create a list of the personality traits, technical skills, and transfer job skills that you possess. Also write down your career goal(s).	5	_____	_____	_____
2. Using the current job posting, identify the required and recommended qualifications and credentials needed for the position.	5	_____	_____	_____
3. Using the computer with word processing software, create a professional appearing header in the document's header. Include your name, address, telephone number(s), and e-mail address. Select an appropriate font style for your name and a smaller font size for your contact information.	10	_____	_____	_____
4. In the body of the document, create a section header for "Objective" and type a concise sentence stating your employment objective or goals. These goals should relate to the position being advertised.	10	_____	_____	_____
5. Create a section header for "Education." For the learning institution(s) you attended, list the school's name, city and state, degree obtained or coursework successfully completed, and the year. Include any additional educational information, like GPA, awards, and practicum information.	10	_____	_____	_____
6. Create a section header for your work experience. Provide details about your work experience, including the agency's name, city and state, title of your position, start and end date (month and year), and job duties. The job duties must start with an active verb using the appropriate tense.	10	_____	_____	_____
7. Create a section header for "Special Skills" and list your special language skills, computer proficiencies, and other notable skills you possess that relate to the position.	10	_____	_____	_____

Steps	Possible Points	Attempt 1	Attempt 2	Attempt 3
8. Create a section header for “Certifications and Credentials” and list the active credentials and certifications you have. Include the title of the certification, awarding agency, and the expiration date.	10	_____	_____	_____
9. All information on the résumé needs to appear in reverse chronologic order (newest information is on top).	10	_____	_____	_____
10. The résumé needs to look professional and interesting. Use font styles (bold, underline, italic font) to highlight important words and phrases. Use professional-looking bullets to list job duties and other information. Use the key words from the posting throughout the résumé.	10	_____	_____	_____
11. Proofread the résumé. Correct any spelling, grammar, punctuation, or sentence structure errors you find. If time allows, have another person review the résumé and use the feedback to revise your résumé.	5	_____	_____	_____
12. Print the résumé on résumé paper and proofread one final time. Any errors should be corrected and the document should be reprinted or e-mailed to the instructor.	5	_____	_____	_____

Comments:

Points earned _____ ÷ 100 possible points = Score _____ % Score

Instructor's signature _____