



**Time
Required:**
30 minutes

Grade Level:
9-12th grades

Skills for the 21st Century Marketplace Activity

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“My Current Résumé” Activity

Infusionomics Themes, Keystone Economic Principles, and Skills for the 21st Century Marketplace:

- **THEME: CHOICES**

- **Keystone Economic Principle™ #1:** We all make choices

- **THEME: RESOURCES**

- **Keystone Economic Principle™ #4:** Economic systems influence choices
- **Keystone Economic Principle™ #6:** Do what you do best, Trade for the rest
- **Skills:** 13. Professional Development (Part II); b. Job-Seeking Skills; ii. Prepare a résumé
- **Skills:** 13. Professional Development (Part II); Professional Development; b. Job-Seeking Skills; viii. Describe techniques for obtaining work experience

- **THEME: INCENTIVES**

- **Skills:** 20. Motivation and Personal Traits; c. Strengths, Interests, and Capabilities

** For additional standards and content references, please see the [end of document](#).

Overview:

In the My Current Résumé activity, students will get the chance to practice writing their first résumé. They will think on topics such as their work experience, their volunteer experience, their personal strengths and knowledge, etc.

Objectives:

This activity will make students familiar with the concept of a résumé and will give them a chance to think about their life experiences and personal qualities. If students have a career portfolio, this résumé can be added to the students' portfolios upon completion.

Materials and Handouts:

Copies of the [Handout # 1](#)

An overhead projector copy of [Projection # 1](#)

- OR you may also project the document from a computer.
- OR if you have no access to a computer or a projector, make a copy of Projection one for each student.

Activity:

- First ask the students if they have ever heard of a résumé. Ask them if they have ever created a résumé. Explain what a résumé is and what people use them for.
 - People use résumés to apply to jobs. The résumé is supposed to show, without exaggerating, the experience and qualities that the individual has that make him/her qualified for the job.
- Explain that today they will each be writing their first résumé to outline their current life experiences, personal qualities, etc. that would be marketable to an employer.
- Display [Projection #1](#) to the class (via projector or computer).
- Give one copy of [Handout #1](#) to each student.
- Using [Projection #1](#), have the students fill out their own résumés.
 - Help students, if they are having trouble, think of activities that they do, achievements that they have (no matter how big or small!), etc. They should think creatively because each of them has achievement, abilities, skills, etc.

Writing Prompt or Class Discussion:

Here are some optional questions for writing prompts and/or class discussion.

- Questions on the résumés that they have created:
 - Get general feedback on the exercise.
 - Why is it good to be able to write the experiences and abilities that we have?
 - Why can it be hard to figure out what you are best at?
 - Why would it be good to ask friends and family to help you figure out what you are good at and what your best character qualities are?
- After identifying your experiences, your abilities, etc., can you think of any future job that you might be good at?

Additional Standards and Content References

Voluntary National Content Standards in Economics:

- Standard #6 : Specialization
- Standard #13 : Income
- Standard #14 : Entrepreneurship
- Standard # 18 : Economic Fluctuations

Partnership for 21st Century Life Skills Concept:

- Life and Career Skills > Initiative and Self-direction > Productivity and Accountability

National Content Standards for Entrepreneurship Education:

- Ready Skills; H. Professional Development; Job-Seeking Skills; H.12 Prepare a résumé

Keystone Economic Principles™:

- For more information: http://infusionomics.com/wp-content/uploads/2010/06/Keystone_Cheat.pdf

RÉSUMÉ TEMPLATE

High-School

Your Name

Street Address

City, State, Zip Code

Email Address (if applicable)

Phone Number (if applicable)

Education

- High School Name – School City, State
 - Dates of Attendance

Work and Volunteer Experience

-- What ways have I worked or volunteered at home, at school, at a job, or elsewhere? --

- Company Name, Dates of Employment
 - Job Title, description, responsibilities

Achievements

-- What awards have I won or what personal goals have I accomplished? --

- For example: Soccer tournament champion, 1st chair in the clarinet section of the band, read 10 books in 1 year, etc.

Interests

-- What activities do I enjoy spending my time doing? --

- For example: Fixing cars, taking care of my baby sister, playing basketball, writing stories, playing trumpet, etc.

Abilities

-- What do I know how to do? --

- For example: Cook food for my family, drive a car, paint or draw, etc.

Knowledge

-- What do I know a lot about? --

- For example: Motorcycles, fashion, computers, books, etc.

Personality Strengths

-- What are my best personality traits? --

- For example: Motivated, funny, organized, thoughtful, smart, etc.

Handout #1

Address:

Email:

Telephone:

Work and Volunteer Experience

-- What ways have I worked or volunteered at home, at school, at a job, or elsewhere? --

- -
- -

Achievements

-- What awards have I won or what personal goals have I accomplished? --

-

Interests

-- What activities do I enjoy spending my time doing? --

-

Abilities

-- What do I know how to do? --

-

Knowledge

-- What do I know a lot about? --

-

Personality Strengths

-- What are my best personality traits? --

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