Class activity: Resumes

My first resume

Years 9 to 12 | About 60 minutes | https://schools.careercalling.com.au/activities/first-resume/

Students write a one-page resume from scratch, even with no paid work yet, using school, sport, volunteering and responsibilities at home.

Learning intentions

- Know what goes on a resume and in what order
- Turn everyday experience into resume points
- Write a clear one-page draft

You will need

- The resume template on the worksheet
- Devices or paper
- A sample layout on the board

Lesson steps

Time	Step	What to do
10 min	**What a resume is for**	Explain that a resume helps an employer decide whether to meet you. It should be short, true and easy to scan.
10 min	**The sections**	Walk through the sections: contact details, a short profile, skills, education, experience (including volunteering, sport and school roles), and referees available on request.
25 min	**Draft it**	Students fill in the template. Remind them that experience includes things like babysitting, helping with junior sport, helping at a market stall or leading a school group.
10 min	**Peer check**	Partners check each other's draft: is it one page, are there spelling errors, does every point start with an action word?
5 min	**Keep it safe**	Explain that a resume holds personal information: share it only with employers and people you trust, and never post it publicly.

Adapting it

Give students sentence starters and a list of action words. Students who already have a resume can tailor it to a job advertisement.

Going further

Students tailor their resume for one real job or work experience advertisement and highlight the words they matched.

Student worksheet

My first resume

Name: _____ Class: _____ Date: _____

Contact details (name, phone, email)

Profile: two sentences about you and what you are looking for

Skills (with a short example each)

Education

Experience: school roles, sport, volunteering, work

Referees (available on request)