

Write a Résumé and Letter of Application

Unit. World of Work Skills

Problem Area. Demonstrate Employability Skills

Lesson. Write a Résumé and Letter of Application

■ **Student Learning Objectives.** Instruction in this lesson should result in students achieving the following objectives:

- 1 Explain the purpose of a résumé.**
- 2 List the main items that should be included in a résumé.**
- 3 Describe the purpose of a letter of application and its primary elements.**

■ **List of Resources.** The following resources may be useful in teaching this lesson:

Lesson B7–6. *Illinois Agricultural Education*. Illinois State Board of Education, 2006.

Bailey, Larry J. *Working*. Mason, OH: Thomson South-Western, 2007.

Clark, Lyn, Marie M. Stewart, and Kenneth Zimmer. *Business English and Communication*. 6th ed. New York: McGraw-Hill, 1984.

Oliverio, Mary, William Pasewark, and Bonnie White. *The Office*. Mason, OH: Thomson South-Western, 2003.



■ **List of Equipment, Tools, Supplies, and Facilities**

- ✓ Overhead or PowerPoint projector
- ✓ Visual(s) from accompanying master(s)
- ✓ Copies of sample test, lab sheet(s), and/or other items designed for duplication
- ✓ Materials listed on duplicated items
- ✓ Computers with printers and Internet access
- ✓ Classroom resource and reference materials
- ✓ Copies of sample résumés and letters of application

■ **Terms.** The following terms are presented in this lesson (shown in bold italics):

- ▶ career objective
- ▶ explanation of intent
- ▶ letter of application
- ▶ personal data sheet
- ▶ résumé
- ▶ statement of qualifications

■ **Interest Approach.** Use an interest approach that will prepare the students for the lesson. Teachers often develop approaches for their unique class and student situation. A possible approach is included here.

Gather sample résumé and letters of application from local sources. Since these documents are sometimes confidential, make sure the names of individuals have been eliminated. Distribute copies of these materials to the class. Have students read through the résumés and letters. Discuss what the purpose of each is. Have students identify aspects that are common to all of the résumés and letters. Help students understand that the materials follow a basic format. Through use of this format, the writers are using the results and letters as tools in selling themselves to prospective employers.

SUMMARY OF CONTENT AND TEACHING STRATEGIES

Objective 1: Explain the purpose of a résumé.

Anticipated Problem: What is the purpose of a résumé?

- I. A **résumé** is a written summary of one’s education, experience, and other qualifications.
 - A. A résumé has two main purposes.
 1. A résumé provides information when the person cannot be present. The résumé serves as a quick summary of a person’s qualifications and background. It is most often used in applying for jobs; however, it is also used in applying for awards and scholarships.
 2. A résumé also serves as a permanent record that can be placed into a file or attached to a letter or application form.
 - B. A résumé is also referred to as a **personal data sheet**.

*Many techniques can be used to help students master this objective. As an example, students could use Chapter 13 in *The Office* to read about preparing a résumé and view résumé samples. Copies of résumés collected could be displayed on an overhead projection device to provide students with a visual picture of a résumé.*

Objective 2: List the main items that should be included in a résumé.

Anticipated Problem: What items should be included in a résumé?

- II. A good résumé presents a positive impression. The content should be accurate and should reflect a person’s qualifications. There are six major items that should be included in a résumé.
 - A. Personal information—The candidate’s name, address, and telephone number should appear prominently at the top of the page.
 - B. **Career objective**—This is a statement as to the type of position a candidate is qualified for.
 - C. Education and training—Both should be summarized with emphasis on particular aspects that relate to the candidate’s career objective.
 - D. Work experience—This should be summarized, including the dates the candidate was employed.

- E. School and community activities—These should reflect the candidate’s personal interests.
- F. References—These can be stated on the résumé as “Available on Request.” Always obtain a person’s permission before using his or her name as a reference. Be sure to use references who can relate your skills to the specific position for which you are applying. Do not use relatives. Consider using current (former) employers, teachers, coaches, and members of organizations to which you belong.

Many techniques can be used to help students master this objective. As an example, students could use Chapter 13 in The Office. Samples of résumés collected could also be used to point out the various sections contained on the résumé. Use VM–A to illustrate the major items contained in a résumé. Use LS–A to provide students with an opportunity to develop their own résumé.

Objective 3: Describe the purpose of a letter of application and its primary elements.

Anticipated Problem: What is the purpose of a letter of application and its primary elements?

- III. A **letter of application** is a business letter which indicates that a candidate is applying for a job. It provides an important first impression to the employer. Certain primary elements should be included in a letter of application.
 - A. **Explanation of intent**—This is a statement as to the job the candidate is applying for. This should appear in the first paragraph of the letter.
 - B. **Statement of qualifications**—This section of the letter summarizes the candidate’s education, training, and work experience. The information should appear in one or two paragraphs. It serves as the body of the letter.
 - C. Restatement of qualifications—This paragraph should briefly summarize the information contained in the body of the letter.
 - D. Conclusion—This is a statement of the candidate’s availability to further discuss his or her qualifications. A telephone number and the hours during which the candidate may be reached should be included.

Many techniques can be used to help students master this objective. As an example, students could use Chapter 13 in The Office. Use VM–B to illustrate the primary elements of a letter of application. Use LS–B to give students the opportunity to write a letter of application.

Review/Summary. Use the student learning objectives to summarize the lesson. Have students explain the content associated with each objective. Student responses can be used in determining which objectives need to be reviewed or taught from a different angle. Questions at the ends of chapters in the textbook may also be used in the review/summary.

■ **Application.** Use the included visual masters and lab sheets to apply the information presented in the lesson.

■ **Evaluation.** Evaluation should focus on student achievement of the objectives for the lesson. Various techniques can be used, such as student performance on the application activities. A sample written test is provided.

■ **Answers to Sample Test:**

Part One: Matching

1. c
2. b
3. a
4. d

Part Two: Completion

1. letter of application
2. statement of qualifications
3. conclusion
4. résumé

Part Three: Short Answer

1. a. personal data sheet
b. résumé
2. a. personal information
b. career objective
c. education and training
d. work experience
e. school and community activities
f. references
3. Students should write a sentence that states their interest in an “ideal” job and the qualifications they possess that would make them a good candidate.

Write a Résumé and Letter of Application

► Part One: Matching

Instructions: Match the term with the correct definition.

- a. explanation of intent
- b. personal data sheet
- c. career objective
- d. résumé

- _____ 1. A statement in a résumé which explains the type of position for which a candidate is qualified
- _____ 2. Another term for the word “résumé”
- _____ 3. Statement appearing in the first paragraph of a letter of application which states the job for which a candidate is applying
- _____ 4. A written summary of one’s education, experience, and other qualifications

► Part Two: Completion

Instructions: Provide the word or words to complete the following statements.

1. A _____ is a business letter which indicates a candidate is applying for a job.
2. The section in a letter of application that summarizes a candidate’s qualifications is referred to as the _____.
3. The _____ is the section of the letter of application that states the candidate’s availability to further discuss his or her qualifications.



MAJOR ITEMS CONTAINED IN A RÉSUMÉ

- ◆ Personal information
- ◆ Career objective
- ◆ Education and training
- ◆ Work experience
- ◆ School and community activities
- ◆ References



PRIMARY ELEMENTS OF A LETTER OF APPLICATION

- ◆ Explanation of intent
- ◆ Statement of qualifications
- ◆ Restatement of qualifications
- ◆ Conclusion



Developing a Résumé

Purpose

The purpose of this activity is to allow students to create a brief résumé in rough-draft form.

Objectives

1. Review the copies of résumés provided.
2. Pick a job in which the student is interested and write a résumé for it based upon the skill set of the student.
3. Fill in each of the blanks listed on the form provided as a baseline for writing the résumé.
4. Use the baseline form to create a printed copy of a résumé.

Materials

- ◆ copies of lab sheet
- ◆ writing utensils
- ◆ writing surface
- ◆ computers with word processing software

Procedure

1. Instruct students to review copies of the résumés they have been provided.
2. Ask students to pick a job of their interest.
3. Ask students to complete the form.
4. Ask students to key and print a résumé using the form as a guide.

Developing a Résumé

Name: _____

Address: _____

Telephone No. _____

Email: _____

Career Objective: _____

Education and Training:
(Include locations and
dates in reverse
chronological order)



Work Experience:
(Include dates
employed in reverse
chronological order)

School and Community
Activities/Awards:

References:

Writing a Letter of Application

Purpose

The purpose of this activity is to allow students to write a brief letter of application in rough-draft form.

Objectives

1. Review basic components of a letter of application.
2. Write a sample letter of application.

Materials

- ◆ copies of lab sheet
- ◆ writing utensils
- ◆ writing surface
- ◆ computers with word processing software

Procedure

1. Assist students in completing the return address and date portion of the lab sheet.
2. Ask students to find the name of a company/business for which they wish to work and record the information in the appropriate spot.
3. Ask students to complete the remaining sections of the worksheet.
4. Ask students to key and print a copy following the worksheet as a guideline.

Writing a Letter of Application

Instructions

Use this page as a guide to writing a cover letter to accompany the résumé you developed in the previous lab sheet.

_____ (Return address and date)

_____ (Addressee's Name, Title, and Complete Address)

Dear _____:

(Explanation of Intent)

(Statement of Qualifications)

(Restatement of Qualifications)

(Conclusion / Discretely Asking for Interview)

Sincerely,

_____ (Student's Typed Name—First Name Last Name)