



# Teen Leadership 20

## Intended Audience:

- Teens

## Lesson Objectives:

Participants will:

- Develop an understanding of the types of things that go in a resume.
- Begin to develop a list of things that could go into their resume.

**Time:** 20 minutes

## Equipment and supplies:

- Brainstorming Items for Your Resume handout
- Large post-it pad, poster board, etc.

## Do Ahead:

- Review lesson
- Secure supplies needed.

## Getting Started on a Resume

### BACKGROUND

Creating a resume can seem like an intimidating task, but don't be daunted! Your resume simply highlights YOU! A resume should simply answer the reader's primary question: Will this individual add value to my organization, group, or company?

### WHAT TO DO

#### Activity 1: Brainstorming Items for Your Resume

Ask participants to use the 'Brainstorming Items for Your Resume' handout to make a list of experiences they might include in their resume.

Ask each participant to find a partner. Partners should share their lists with each other. Did your partner's list make you think of things that you should add to your list?

### TALK IT OVER

#### Reflect:

- Ask participants if their partner's list made them think of things that should be added to their own list.

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#### Activity 2: Tooting Your Own Horn

Engage your group in a discussion utilizing the questions listed below. Be sure to use the introduction before posing the question. Feel free to edit the introductions to fit your particular group. If possible, list responses to each question where all participants can see them (large post it pad, dry erase board, chalk board).



**Prepared by:**

Mary Beth Albright, Extension  
Educator  
4-H Youth Development  
OSU Extension Erie County  
Phone #: 419-627-7631  
Email: albright.75@osu.edu

**Reviewed by:**

Ohio 4-H Teen Leadership  
Design Team Members

**Introduction for Question #1**

Work habits and attitude are extremely important to those who will be reviewing your resume. If you have perfect or near perfect attendance and are punctual for school and other commitments, mention it when describing an experience. If supervisors, teachers, or coaches have recognized you for a positive attitude or outstanding service, mention it in your description of the activity.

**Question #1**

What could you list on your resume that highlights your work habits and attitude?

**Group Discussion Question #2**

Individuals who read your resume are looking for individuals who make positive contributions. Think about some of the experiences you listed during Activity #1. Ask yourself if there are achievements within those experiences you could include on your resume. Examples might be including advanced academic classes/projects since these show that you are intelligent and a hard worker.

What could you list on your resume that highlights your achievements?

**Group Discussion Question #3**

Highlighting skills related to the position for which you are applying will strengthen your resume.

Examples of highly desirable skills that many high school students possess include: 1) Communication, 2) Dependability /Responsibility, 3) Quick Learner, 4) Teamwork, and 5) Technology Skills.

How could you highlight these skills in your resume?

**TALK IT OVER****Reflect:**

- Ask participants to name some positions that may require them to submit a resume (examples, jobs, leadership positions, scholarships application). Ask them what they would be looking for in a resume for these positions.

*Please take time to complete the Participant and Facilitator evaluations, found online at [go.osu.edu/TeenLeadership20](http://go.osu.edu/TeenLeadership20).*

## Activity 1: Brainstorming Items for You Resume

### Work Experience

Formal Work Experience.

Informal work Experience: (examples, babysitting, pet sitting, lawn mowing)

### Activities

Academics

Athletics

Community Involvement

Volunteer Work