



# 10th Grade Lesson Plan

## Resume & Cover Letter

### I. Objective

The student will be able to critically examine what an effective resume and cover letter should consist of the appropriate format, and length. Each student will create a working resume and cover letter.

### II. TEKS Used in lesson plan

ELAR 110.54 Practical Writing Skills. Students are expected to understand the recursive nature of reading and writing. Student will: (A) apply prewriting strategies to generate ideas and plan; (B) revise drafts by rethinking content, organization, and style to better accomplish the task; (C) use resources such as texts and other people as needed for proofreading, editing, and revising; (D) analyze the audience and purpose of informational and persuasive texts

### III. Materials

- I. Writing for College-Bound Students (10<sup>th</sup> Grade)
- II. Sample Resume Template
- III. Sample Cover Letter Template
- IV. Brainstorm Worksheet
- V. Peer Revision Worksheet

### IV. Procedure

Warm-up Activity & Discussion:

Review the Writing for College-Bound Students PowerPoint and explain the importance of building your resume. Discuss reasons why it is important to constantly be developing yourself, and thus making this apparent on a resume.

- 1) Provide students with the Sample Resume Template as a guide to create their own resumes.
- 2) Each student will use the Brainstorm: Resume Worksheet to help guide the creation of their document. Ask students to break into groups of two and discuss career objectives, past employment, volunteer experience, and anything that could add to their resumes.
- 3) Students should be encouraged to utilize action verbs throughout their resumes.
- 4) Each student will create their resume, or if they already have one, workshop their current resume. (To be done as homework or in class, if time permits.)
- 5) The Sample Cover Letter will be used to guide students to also create their first cover letter. (To be done as homework or in class, if time permits.)
- 6) Every student will critique each other's cover letter and resume using the Peer Review worksheet.

### V. Check for Comprehension

Further explain the importance of an effective resume. College admissions personnel will take into account who you are and what you have doing prior to your application to their schools.

- I. Groups will discuss the importance of the resume/cover letter
- II. How is the resume is an evolving document?
- III. What do colleges and employers want to see on a resume?



## Sample Resume Template

**Jane Doe**

**12 Snelling Avenue  
St. Paul, Minnesota 55116  
(651) 555-1111  
[jane.doe@gmail.com](mailto:jane.doe@gmail.com)**

**Education** Highland Park Senior High (2018)  
GPA 3.8

### **Experience**

St. Paul Public Library--University Branch (June 2005-Present)

- Maintained library database on checked-out materials.
- Coordinated volunteer program for Story Time.
- Organized card catalog to incorporate new materials.

National Honor Society (2003-present)

Participated in several volunteer activities, including: building a house for Habitat for Humanity (50 hours), collecting food for the St. Paul Food shelf (80 hours), and organizing the Honor Society Induction Ceremony.

### **Activities**

- National Honor Society (2003-present)
- French Club (2002-present)
- Cross Country (2002-present)
- Piano lessons (10 years)

### **Awards**

- A Honor Roll, 8 quarters
- Outstanding French Student, 2004
- Volunteer of the Year, 2005

### **References**

**Available upon request.**



## Sample Resume Template: Action Verbs

**Action Verbs:** Read the list of action verbs below, checking those skills you have demonstrated through internships, part-time or summer jobs, coursework, leadership experience, or community service. Try to incorporate some of these action verbs in the descriptions of your experiences on your resume. This is by no means an exhaustive list.

### Management Skills

administered  
analyzed  
assigned  
chaired  
consolidated  
contracted  
coordinated  
developed  
directed  
evaluated

### Communication Skills

arranged  
authored  
collaborated  
convinced  
developed  
directed  
drafted/edited  
formulated  
interpreted  
mediated

### Research Skills

clarified  
collected  
critiqued  
diagnosed  
evaluated  
examined  
extracted  
identified  
inspected  
interpreted

### Teaching Skills

adapted  
advised  
clarified  
coached  
communicated  
coordinated  
demystified  
developed  
enabled

### Technical Skills

assembled  
built/calculated  
computed  
designed  
devised  
engineered  
fabricated  
maintained  
operated

### Helping Skills

assessed  
assisted  
clarified  
coached  
counseled  
demonstrated  
diagnosed  
educated  
expedited

### Creative Skills

acted  
created  
customized

### Clerical or Detail Skills

approved  
arranged  
catalogued

## Sample Cover Letter



Your Name  
Street Address  
City, State Zip Code  
Phone Number

Date

Individual's Name  
Job Title  
Name of Organization  
Street Address  
City, State Zip Code

Dear Mr./Ms. \_\_\_\_\_:

**First Paragraph:** State the reason for writing. Name the specific position or type of work for which you're applying. Mention how you learned of the opening.

**Second Paragraph:** Explain why you're interested in working for this employer and specify how you're perfect for this position. Don't repeat the information on your resume. Include something special or unique about yourself that will benefit the employer. Remember, the reader will consider this an example of your writing skills.

**Third Paragraph:** Mention that your resume is enclosed and indicate your desire to meet with the employer. You may want to suggest alternate dates and times, or simply advise them of your flexibility to the time and place. Include day and evening contact information. Include a statement or question that will encourage the reader to respond. Be sure to communicate your plan to follow up. You might state that you'll be in the area on a certain date and would like to set up a meeting, or you'll call on a certain date to set up a meeting. Finally, thank the employer for his/her time.

Sincerely,  
(*Your signature*)  
Your typed name



## Brainstorm: Resume Worksheet

Use the resume worksheet to brainstorm and organize information for your resume.

### IDENTIFYING INFORMATION

Name: \_\_\_\_\_  
Current Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Work (or cell) Phone \_\_\_\_\_  
Email Address: \_\_\_\_\_

### CAREER OBJECTIVE

A good career objective is essential. It should serve as the focal point of your resume, indicating what sort of job you are seeking, and what experience/skills you have to offer. It should be broad enough to cover any suitable employment, yet specific enough to indicate that you have a specific position in mind. You can change your career objective depending upon the job you are applying for. See the sample resumes for ideas. Some questions you may want to answer are:

- What kind of employment do you want? Internship, coop, full-time, part-time
- What type of position do you want? Customer services, sales, etc.
- Is there a particular industry you want to work in? Retail, hospitality, healthcare, etc.

Which objective style do you want on your resume?

**Formula 1:** Focus on the kind of position you want.

Example: Seeking a full-time position as an administrative assistant.

Seeking a position as a \_\_\_\_\_.

**Formula 2:** Focus on the field or industry in which you are interested in working.

Example: Seeking an entry-level position in the Healthcare Field.

Seeking a position in the \_\_\_\_\_ field.

**Formula 3:** Focus on your skills/abilities.

Example: Seeking a position that will utilize my communication, data-entry skills, and my strong work ethic.

Seeking a position that will utilize my \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ skills.

**BELOW ARE A FEW EXAMPLE PHRASES YOU COULD USE FOR EACH SECTION.**

**Position:** *This describes the level position or the type of work you are seeking.*

Entry level	A specific Title (Warehouse Associate)
Internship	The name of a field (Administrative)
First, Second, or Third Shift	Professional
Part- Time	

**Field:** *This describes the career field, industry or department you are seeking.*

Accounting	Human Resources
Administrative	Information Technology
Culinary Arts	Manufacturing
Customer Service	Marketing
Educational	Mechanical
Engineering	Medical
Food Service	Sales
Financial	Truck Driving
Health & Beauty	Warehouse/Industrial
Healthcare	Welding

**Skills/Experience:** *These are your most outstanding strengths and abilities. These can be used in your **Summary of Qualifications**. See the skills Identification Checklist for help in identifying your unique and special skills.*

Data Entry	Creativity	Excellent Attendance Record
Computer Skills	Ability to Learn Quickly	Self-Starter
Organizational Ability	Dependability	Logical Thinking Ability
Proven Success Record	Communication Skills	Innovative Ideas
Certifications	Persistence	Accuracy
Specific Educational	Observant	Public Speaking Ability
Background	Enthusiasm	Leadership Ability
Results Oriented	People Skills	Financial Knowledge
Planning Skills	Maturity	Problem Solving Ability
Specific Trade Skills	Follows Instructions	Work Ethic

**EDUCATIONAL BACKGROUND**

As a high school student, you will list the name of your high school and expected date of graduation on your resume. Generally, once you begin college or technical school, you can omit your high school information because it is assumed you have completed high school or obtained you GED. If you have taken, or are taking, college-level courses or vocational/technical training, you can list that first.

Name of School: \_\_\_\_\_  
City & State of school: \_\_\_\_\_  
Expected Graduation date: \_\_\_\_\_  
GPA (if above 3.0) *optional*: \_\_\_\_\_

## PART-TIME EMPLOYMENT & SUMMER JOBS

As a student you probably do not have much experience directly related to you career objective. That's okay! You may have held part-time or summer jobs, and believe it or not, through those experiences you have developed valuable transferable skills that employers like to see in applicants. It also shows that you have held a job for a certain amount of time, demonstrating your work ethic and ability to manage your time between school and work.

The top skills and qualities of the perfect candidate are:

**Communication Skills (verbal & written)**  
**Interpersonal Skills**  
**Strong Work Ethic**  
**Analytical Skills**

**Honesty/Integrity**  
**Motivation/Initiative**  
**Teamwork Skills**  
**Flexibility/Adaptability**

It can sometimes be challenging to describe these job tasks on your resume. When doing so, think about the top skills listed above and how you developed these skills through you part-time work.

## EXPERIENCE

When describing your responsibilities and accomplishments, try to highlight areas that are specifically relevant to the type of position you are seeking. Start each description with an action word.

Name and city/state of company: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date From: (Mo/Yr) \_\_\_\_\_ Date To: (Mo/Yr): \_\_\_\_\_

Description of responsibilities and accomplishments (Write your experiences in bullet statements):

- **Example:** Responsible for sorting 1,000 small packages each hour of operation.
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Name and city/state of company: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date From: (Mo/Yr) \_\_\_\_\_ Date To: (Mo/Yr): \_\_\_\_\_

Description of responsibilities and accomplishments (Write your experiences in bullet statements):

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Name and city/state of company: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date From: (Mo/Yr) \_\_\_\_\_ Date To:(Mo/Yr): \_\_\_\_\_

Description of responsibilities and accomplishments (Write your experiences in bullet statements):

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_



## Peer Review: Cover Letter

Author: \_\_\_\_\_

Date: \_\_\_\_\_

Reviewer: \_\_\_\_\_

### Cover Letter Content:

### Circle & Make Comments

Proper Letter Format

Yes No Needs Work

Comments: \_\_\_\_\_

Specific Company/Organization

Yes No Needs Work

Comments: \_\_\_\_\_

Introduction: Name of Job & Where Found

Yes No Needs Work

Comments: \_\_\_\_\_

Body: Skills & How They Match the Company

Yes No Needs Work

Comments: \_\_\_\_\_

Conclusion: Follow-Up Info

Yes No Needs Work

Comments: \_\_\_\_\_

Proper Tone

Yes No Needs Work

Comments: \_\_\_\_\_

Makes You Want to Read the Resume

Yes No Needs Work

Comments: \_\_\_\_\_

Neat & Error-Free

Yes No Needs Work

Comments: \_\_\_\_\_