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Resume Rescue

BACKGROUND INFORMATION/BACKGROUND BASICS:

This is one of the five activities in the Apprenticeship 101 series. Discovering what you want to do after high school can be a challenge. Writing down your goals, education, experiences, skills and achievements can help you make informed post-secondary school and career choices. A resume is a marketing tool that summarizes a person's background demonstrating how they are uniquely qualified for a position, opening or other opportunity. This activity introduces participants to registered apprenticeship occupations in six career sectors (Skilled and Building Trades, Medical and Health, Automotive, Service and Entertainment, Information Technology, Agriculture and Energy) by reviewing and modifying entry level resumes in each of the career areas.

KEY CONCEPT/EDUCATION SUBJECT/TOPIC:

Resumes for Registered Apprenticeship Industries

OVERVIEW/DESCRIPTION:

Activity 2 is meant to introduce participants to several industries of registered apprenticeships using examples of resumes for each sector. Using a given prompt on the first page, groups will choose words to fill in blanks on an example resume. Once the resume is complete, each group will read "their resume" to the class.

OBJECTIVES/LEARNING OBJECTIVES/SUCCESS INDICATORS:

After completing this activity, participants will be able to:

- Compare and contrast resumes for different occupational industries

LEARNING & LIFE SKILLS:

- Problem solving
- Decision-making
- Critical thinking
- Social skills
- Teamwork
- Communication
- Marketable skills

MATERIALS/MATERIALS REQUIRED/SUPPLIES/WHAT YOU'LL NEED:

- Projector connected to computer with access to the internet and sound
- Handout with list of prompts and corresponding resume
- Writing utensil

AUDIENCE/AGE/GRADE LEVEL/SKILL LEVEL:**Age range**

-
- Ages 14 to 19

Skill level

-
- Beginner
-
-
- Intermediate

TIME/TIME REQUIRED:

10 to 15 minutes

SETTING/SPACE:

A room with movable tables and chairs.

PROCEDURE:**Before the activity:**

1. Open a web browser on the projected screen.
2. In web browser, go to facilitator resources at: <https://www.canr.msu.edu/outreach/App101Facilitator> and scroll down to Activity 2 - Resume Rescue.
3. Open PowToon Video-Activity 2. Verify sound is on.

During the activity:

1. Split participants into six groups.
2. Play PowToon Video-Activity 2.
3. Pass out Resume Rescue worksheets so that each group gets a different industry. Each group should have one worksheet to share.
4. Instruct participants to read each prompt and work as a group to come up with a word to fill in the blank. Share that all words will be read to the class in the end. Instruct participants that they should not turn the paper over until the instructor says to. Allow five minutes for students to complete this task.
5. Once groups have completed step four, instruct participants to flip over the worksheet to the back. Participants should copy the words on side one with the corresponding blanks on side two. Allow three minutes to complete this task.
6. Once groups have completed step five, have a representative from each group read their resume to the class.

ADAPTATIONS:

- If time allows, brainstorm extra skills, experience, or volunteer projects that could be added to each industry's resume.

**TALKING IT OVER/CHECK FOR UNDERSTANDING/PROCESSING
QUESTIONS/REFLECTION QUESTIONS/OTHER THOUGHTS:**

Ask the group the following questions:

- What did you learn from doing this activity?
- What experience, skills, and knowledge would you include on a resume for a registered apprenticeship occupation?
- What advice would you give a friend before they write their resume?



RESUME RESCUE

Help! Our resumes lost some of their words!

Please do not flip the page over until told to do so by the facilitator.

Work as a team to choose one word for each prompt. Once you have chosen eight (8) words, wait for further directions.

PROMPTS

1. A name

2. Something you would farm

3. Adjective

4. An activity you do on a farm

5. Another word for production

6. Piece of agricultural equipment

7. Another word for needs

8. Type of pest

Agriculture & Energy

🏠 Anytown, MI ☎ 555.555.5555 ✉ jjobseeker@gmail.com

Career Profile

Skilled farming assistant focused on sustaining small scale _____(2) agriculture. Holds _____(3) technical skills in order to be responsible for the day to day operation of a farm, including planting, _____(4), harvesting and processing the produce.

Experience

- Inspect orchards or fields to determine crop maturity or condition
- Direct crop _____(5) operations, such as planning, tilling, planting, fertilizing, cultivating, spraying, or harvesting.
- Inspect farm or ranch equipment such as _____(6) to ensure proper functioning
- Plan crop activities
- Monitor and adjust irrigation systems to distribute water according to crop _____(7) and to avoid wasting water
- Organic pest control to maintain _____(8)

Honors / Affiliations

- 2018 Science Fair Winner – First Place: Created irrigation system
- 2019 Young Farmer’s Association Award – Scholarship
- 2019 4-H Youth in Action Award Runner-Up

Education

Diploma

Billings High School

Work History

Intern	2019- Present
Orton Farms	Ortonville, MI
Farm Hand	2016- 2019
Billings Family Farm	Ortonville, MI



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PROMPTS

1. A name

2. Another word for knowledge

3. Another word for damage

4. Type of car

5. Another word for small

6. A kind of tool

7. A second kind of tool

8. Adverb ending in ly

(1)

Automotive

(555) 555-5555

Anytown, MI 48111

jamesjobseeker@gmail.com

linkedin.com/in/JJobseeker

Professional Summary:

Repair and refinish automotive vehicle bodies and straighten vehicle frames due to accident. Utilize _____(2) of machines and tools, including their designs, uses, repair and maintenance.

Responsibilities:

- Inspect cars for structural _____(3)
- Apply new finish to restored _____(4) body parts
- Fit replacement parts into place to be welded
- Fix, attach, and weld replacement parts into place
- Fill _____(5) that cannot be worked out with plastic
- Prime and paint using spray guns and motorized sanders
- Chain or clamp frames and sections to alignment machines
- Remove damaged vehicles using _____(6) and _____(7)
- Mix hardeners to be used in _____(8) damaged areas
- Hammer out or patch dents, dimples, and other body damage

Education:

Diploma

Cass Technical High School

CTE Student of the Year Award

2019

Work Experience:

Student Intern, General Motors

May 2019 – Present

Detroit, MI



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PROMPTS

1. A name

2. Another word for helpful

3. Another word for problems

4. Something you get in and out of

5. Another word for cleaning

6. Adjective

7. Type of doctor

8. Household chore

Healthcare Assistant

555.555.5555

Anytown, MI 48111

jjobseeker@gmail.com

Professional Summary

Provides routine _____(2) healthcare to the elderly, or persons with disabilities at the patient's home or in a care facility. Monitors or reports changes in health status. May also provide personal care such as bathing, dressing, and grooming of patient.

Responsibilities

- Maintain records of patient care, condition, progress, or _____(3) to report
- Provide patients with help moving in and out of beds, baths, wheelchairs, or _____(4) and with dressing and grooming
- Bathing patients
- Care for patients by changing bed linens, washing and ironing laundry, _____(5) or assisting with their personal care
- Direct patients in _____(6) prescribed exercises
- Administer prescribed oral medications, under the written direction of _____(7)
- Perform a variety of duties as requested by client, such as obtaining household supplies or _____(8)

Education

Diploma

Great Lakes High School

Work Experience

Center Street Home Health Care - Home Health Intern

Traverse City, MI

May 2019- Present



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PROMPTS

1. A name

2. Another word for problem

3. Adjective

4. Verb that means speak

5. Software program

6. Another word for boss

7. Unit of time

8. Adjective

_____ (1)

Information Technology

(555) 555-5555

jobseeker@gmail.com

Anytown, MI

linkedin.com/in/jobseeker

CAREER PROFILE

Provide technical assistance to computer users by answering questions and resolving _____ (2) in person or via telephone. Help with computer hardware and software, including printing, installation, word processing, electronic mail, and operating systems.

STRENGTHS

- Answer user inquiries regarding customer software and hardware operation to resolve problems
- Oversee the daily performance of _____ (3) computer systems
- Read technical manuals, _____ (4) with users, and conduct computer diagnostics to investigate and resolve problems
- Set up equipment for use, ensuring proper installation of _____ (5), operating systems, and appropriate software
- Refer major hardware or software problems to _____ (6)
- Maintain records of _____ (7) data communication transactions and problems
- Perform minor repairs to equipment
- Modify and customize _____ (8) programs for internal needs

WORK HISTORY

Intern, Apple
Ann Arbor, MI

May 2019 – Present

EDUCATION

Diploma
Ann Arbor Pioneer High



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PROMPTS

1. A name

2. Another word for preparation

3. Another word for supplies

4. Something in a restaurant

5. Something in a restaurant




6. Another word for menu

7. Type of party

8. A city

(1)

Service & Entertainment

 555.555.5555
 jjobseeker@gmail.com
 Anytown, MI
 [linkedin.com/in/jjobseeker](https://www.linkedin.com/in/jjobseeker)

CAREER PROFILE:

Actively participate in the _____(2) and plating of salads, soups, fish, meats, vegetables, desserts, or other foods. Plan and price menu items, orders _____(3), and keep records and accounts. Assist waitstaff with presentation and delivery of food to guests with a high level of customer service.

SKILLS & ABILITIES:

- Monitor sanitation practices to ensure that employees follow standards and regulations
- Estimate amounts and costs of required supplies, such as _____(4) and _____(5)
- Determine how food should be presented and create decorative food displays
- Analyze recipes to assign prices to _____(6) items
- Meet with customers to discuss menus for special occasions, such as weddings, parties, or _____(7)
- Portion, arrange, and garnish food, and serve food to waiters or patrons
- Inspect and clean food preparation areas, such as equipment, work surfaces, or serving areas to ensure safe and sanitary food-handling practices

WORK HISTORY:

Co-Op, Hyatt Regency

May 2019 to Present

_____(8), MI

EDUCATION:

ServSafe Food Server Certification

May 2019

ServSafe Allergen Certification

May 2019

Northridge High School

2019



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PROMPTS

1. A name

2. A word or phrase for fix

3. A word for large

4. Verb ending in ly

5. Adjective

6. Something you do in an office

7. Type of tool

8. A second type of tool

(1)

SKILLED & BUILDING TRADES

🏠 Anytown, MI ☎ (555) 555-5555 ✉ jjobseeker@gmail.com

Career Profile

Assemble, install, and _____(2) products and equipment, ensuring that work is in accordance with relevant codes.

Experience

- Convert blueprints into shop drawings to be followed in assembly
- Determine scope of project, assembly sequences, and required methods
- Lay out, measure, and mark dimensions and reference lines on material
- Maintain _____(3) equipment, making repairs _____(4)
- Test installed work to ensure compatibility and safety of system
- Use logic and reasoning to identify the strengths and weaknesses of solutions
- Use algebra and geometry in production of precision technical plans
- Diagnose malfunctioning systems using testing equipment and hand tools to identify the cause of the _____(5) problem
- Advise management on whether continued operation of equipment could be hazardous
- Perform business management duties, such as maintaining records or files, preparing reports, and _____(6)
- Adjust tension and position parts using tools such as _____(7) and _____(8)

Education

General Education Diploma

Board of Education, Michigan

Work History

Intern

May 2019 - Present

Tradesman International



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Authors

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- Paige McCormack, Business Account Manager, Macomb/St. Clair Michigan Works!
- Kristie Kabacinski, Talent Specialist, Macomb/St. Clair Michigan Works!
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- Amy Lafnear, Communications Specialist, Macomb County Planning and Economic Development



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