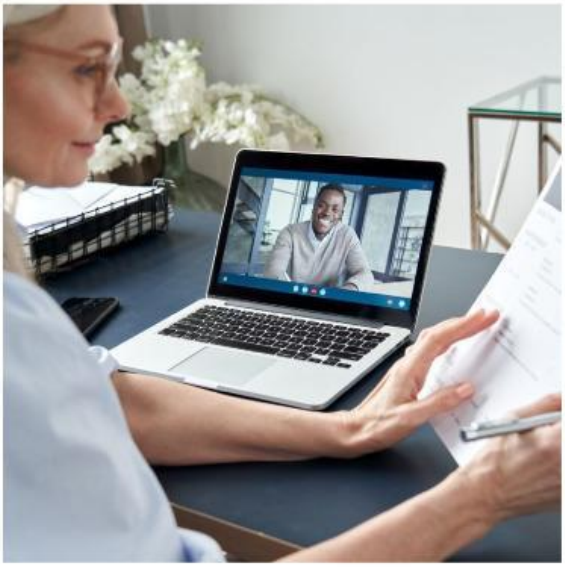
WRITING A RESUME



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Expemo code:
1DUQ-T3G8-F41M

1 Warm up

In pairs, discuss the following questions.

1. When did you write your first resume? What job was it for?
2. Who taught you what to write on your first resume?
3. What rules do you follow for writing your resume?



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2 Focus on vocabulary

Look up the given vocabulary and use it to complete the following sentences. You may have to change the form of the word to fit the sentence.

blurb cliche interfacing internship obsess requisite slew transferable

1. I enjoy my job in sales but I find _____ with the public very difficult because they can be so unpredictable.
2. I love books by Walter Mosley. I don't even read the _____ on the back cover before I buy it, I just know I'm going to love it.
3. My brother worked in the military before going into business and found that he had a lot of _____ skills in terms of organization.
4. My cousin is doing an _____ at Google at the moment and I think she's really enjoying learning how the tech industry really works.
5. As soon as someone famous dies, there's always a _____ of books by people claiming to know the 'real' person, but they're just trying to make money.
6. Hollywood movies these days are so full of _____. You know exactly what's going to happen there's no point in paying to watch them.
7. I've been _____ over where to go on vacation all day. I've been looking at vacation destination websites all day and I haven't done any work at all.
8. I remember when I was about eight, I was dying to go on a rollercoaster with my older brothers but I didn't have the _____ height to be allowed on.

3 Understanding the video: part 1

You are going to watch a video about how to write a good resume. Watch the first part of it (00:00-04:18) and decide if the following statements are True (T) or False (F).

1. Most hiring managers take around 20 seconds to make a decision on a resume. _____
2. What you should and should not include on your resume has always been the same. _____
3. The main things a hiring manager notices when they first look at your CV are your education, if you have the skills they need, and your name. _____
4. It's a good idea to write a short introduction about yourself at the top of your resume. _____
5. Make a list of what you have achieved, what you were responsible for and what you are particularly good at using bullet points. _____
6. It's a good idea to include some information about companies you have worked for unless they are very famous. _____
7. Don't include any information about basic wage jobs that you did when you were at school or university. _____

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4 Language in context: understanding phrases

In pairs, discuss the following questions.

1. What does it mean if someone has *'the attention span of a goldfish'*?
2. What does it mean if something is *'taking up real estate'*?
3. What does it mean if you *'hype yourself up'*?
4. What is another way of saying something is a *'box that is ticked'*?
5. What is a *'cheat sheet'*?
6. What does it mean if you *'bring your whole self to work'*?
7. What does it mean if something is *'all-encompassing'*?
8. If you *'have an edge over someone'*, what does it mean?

5 Understanding the video: part 2

Watch the second part of the video (04:19-07:55) and complete the following sentences with one or two words or a number.

1. I know one resume is hard enough, but _____ of US employers use AI technologies to filter through resumes.
2. It's _____ to predict if you're going to do something, formatting-wise, or if you're going to say something that is going to either downgrade your resume or possibly get it excluded altogether.
3. This is where having two resumes comes in handy. One for _____, and one for people when you're networking in person.
4. That it's not just about a laundry list of skills, and aptitudes, and past experience, but it is something that can be all-encompassing and include some of your _____, causes, whether you're an activist.
5. If you have a great _____, or maybe a note from someone on LinkedIn, and it's eye-catching and sincere, go ahead and put it on your resume.
6. I think, generally speaking, the more resumes I've seen lately are at least _____.
7. If you have a lot of great experience, _____.
8. Writing a resume will never _____.

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6 Analyzing a resume

Read the resume that the teacher will give you. How can it be improved? Use the following questions to help you.

1. What information is given on the resume?
2. Is all of the information useful?
3. What information do you think is missing?
4. What do you think about the formatting of the resume? Could it be improved?
5. Are there any spelling or grammar mistakes on the resume?
6. Does the resume follow the advice given in the video? What points does it follow? What points does it not follow?
7. Are there any other changes you would make?

7 Extended activity/homework

Choose one of the following tasks.

1. Take your existing resume and see how you can improve it following the information in the lesson. Can you develop two different resumes, one for people to look at and one for machines to read? What would you change about your resume? How can it be improved and made more interesting?
2. Create your own resume detailing your experience. Use the information from the lesson to help you. Try writing a draft and giving it to a friend to give you feedback. Then improve it.

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