



Handout 7.2: Resume Template and Worked Example

Name: _____ Date: _____ Period: _____

Unit 7, Lesson 7.2. Print this double sided, or as two sheets: **page 1 is the worked example to read, page 2 is the template you write on.** Keep both.



Page 1: The worked example

This resume belongs to a made-up eighth grader named Dev Okonkwo. **Dev is not a real person.** Every single line on this resume came from something this class actually does, which means you can write one just like it. As you read, circle the summary line and underline the output in three of the bullets.



DEV OKONKWO

Bay Shore, NY | dev.okonkwo.school@___ | (555) 555-0142

Summary: Grade 8 student looking for summer work in a kitchen, a store, or a camp. I can follow a written plan under a time limit, handle money and prices, and work a station with a team of seven.

SKILLS

- Kitchen safety and sanitation (passed a 30-item exam; seven labs with no safety stop)
- Measuring dry, liquid, and small quantities accurately
- Reading and scaling a recipe, including unit conversions
- Unit pricing and comparison shopping from a store circular
- Hand sewing: running stitch, backstitch, button, hem
- Reading a tape measure and drawing to scale
- Budgeting and tracking a spending plan
- Basic spreadsheet and word processing
- Languages: English, Igbo (spoken at home)

EXPERIENCE

Station Manager, Class Meal for 30 People | Family and Consumer Sciences, Spring

- Led a station team of seven to cook and serve a pasta course for 30 people, running a written eight-block time plan, and got every plate down inside the 40-minute period.
- Scaled a recipe from 4 servings to 28, converted cups to fluid ounces to ounces by weight, rounded every line up to a package the store sells, and ran a yield check that cleared 30 portions.
- Priced 11 ingredients from a real weekly supermarket circular, found two store-brand swaps that saved \$3.40, and brought the station in at \$18.60 against a \$20.00 budget.
- Wrote a ten-step station card with an allergen box that another team followed with no questions on the first read.

Project: Feed a Family of Four on \$40.00 | Family and Consumer Sciences, Fall

- Planned three days of meals for a family of four for \$38.95, hitting all five MyPlate groups, using unit prices from a store circular.
- Cooked one dish from the plan in a lab and presented the menu and the math to the class.

Investor Challenge (classroom simulation) | Family and Consumer Sciences, Winter

- Managed a \$10,000 practice portfolio across six weeks, held through a simulated market drop instead of selling, rebalanced twice, and finished up 7 percent.
- Wrote a four-page Investor Report explaining every trade with a reason.

Family responsibilities | Ongoing



- Cook dinner for a family of five three nights a week, planning around a weekly grocery budget.
- Watch two younger siblings, ages 4 and 7, after school Monday through Thursday.

Volunteer, Neighborhood Food Pantry | Two Saturdays, Winter

- Sorted and shelved about 300 donated items by category and checked expiration dates.

ACTIVITIES

- School track team, grade 7 and grade 8
- Youth group, weekly

AWARDS

- Best Numbers, FACS Shark Tank pitch day, grade 8
- Perfect station check record, seven of seven labs

LANGUAGES

- English (fluent), Igbo (spoken at home)

Look at what this resume does that most first drafts do not:

1. It is **one page** and there are **no paragraphs**.
2. Every bullet has a **number** in it, or a named audience, or both.
3. The experience section leads with **school and family work**, because that is what a 13-year-old has.
4. It never says “hard worker,” “responsible,” or “team player.” It shows those things instead.
5. The summary line says what kind of work, not what kind of person.
6. The languages section is there, and it is the section most students forget.



Page 2: Your template

Write in pencil. This is a draft and you are going to cross things out.

(your full name, printed)

Town: _____ | School email: _____ | Phone (optional):

Do not put your street address on a resume. Town and a way to reach you is enough.

Summary (one sentence: who you are, and what kind of work you want)



SKILLS

Six to nine of them. Things you can do, not things you like. End with languages.















- Languages: _____

EXPERIENCE

School work, volunteering, family responsibilities, and paid jobs all go here. Put the strongest one first. **Every bullet needs all three parts: the work, the explanation, the output.**

1. _____ | _____ (when)







2. _____ | _____ (when)







3. _____ | _____ (when)



4. _____ | _____ (when)





ACTIVITIES







AWARDS





LANGUAGES

Partner check

Swap with a partner. Your partner marks these eight items on your sheet. **Mark honestly.**
A “no” with the missing part named helps more than a “yes” that is not true.

Partner's name: _____

#	Check	Yes	No
1	All seven sections have something in them. No empty headings.		
2	It fits on one page and there are no paragraphs.		
3	There is a summary line and it names a kind of work, not a personality.		
4	At least five bullets have all three parts (the work, the explanation, the output).		
5	At least four bullets have a number, a quantity, or a named group of people in them.		
6	The experience section includes something that was not a paid job.		
7	Languages are listed.		
8	Every line is something my partner can point to. I asked about one and they showed me.		

The bullet that needs work is _____

and the part it is missing is _____



My revision

Make at least one change based on the partner check. Then write this sentence:

An employer can now picture _____

which they could not before, because I changed _____