

**Lesson 24****Résumé**

Write about one or more of the following ideas.

**1. Journalist**

Your school newspaper is looking for a new reporter. What area do you know a lot about: sports? news? fashion? Create a résumé to send to the newspaper. Include details about your special interest and why you'd be a good reporter.

**2. Summertime**

You want to earn some money this summer, but you don't want to sit inside all day. Create a résumé to send to the administrator of your local park. Think about outdoor jobs that might need an assistant: Know anything about gardening? Are you interested in wildlife such as bugs, birds, and butterflies? Are there children's programs you could help with? Let the Park Administrator know what experience and skills you have that make you a valuable helper for someone.

**3. In the meantime . . .**

You may want to be a doctor or a lawyer someday, but to earn money at this stage of life you are willing to do almost any job. Certain positions are easier to find when you are first starting out: babysitter, dog-walker, camp counselor, mother's helper. Decide on one, then include details about the responsibilities you've had that have prepared you for this new job.

**4. It's up to you!**

Pick any job you would really like and imagine you are an applicant. Create a fictional résumé for that job. Include the job title of the position you are applying for. List your education and work experience. Include at least two skills that make you a good candidate for the job.

**Resource Links****2** RDI Book 2: p. 132**SAM** Keyword: Resume

**Lesson 24****Categorize Information**

Rafael is looking for a job. He's written down information that should go on his résumé, but it's a mess! Help him organize his information. Write the number of each statement under the category in which it belongs.

**Categorize Information**

When you **categorize information**, you group ideas together under different headings. This helps organize your thoughts on any subject.

**CATEGORIES**ObjectiveOther ExperienceEducationSkills and TalentsWork ExperienceReference

1. Cooks and serves dinner at home once a week
2. Developed leadership skills as captain of junior high basketball team for two years
3. Seeking babysitting jobs, especially those that include making meals
4. Volunteered at Hanley Hospital nutrition department summer 2004; typed, printed, and delivered menus to patients
5. Mr. Mitchell Nemirov, coach of boys basketball team, telephone: (111) 987-6543
6. Paid babysitter for two children (girl, 7; boy, 4) on weekends
7. Will graduate from 8th grade in Spring 2006
8. Speaks English and Spanish; excellent basketball player; good typing

**Resource Links**

2 RDI Book 2: p. 133

SAM Keyword: Categorize

