

Name: _____

Aligned to the following standards:

FFA.PL-A; FFA.PL-E; FFA.PG-J; FFA.PL-C; FFA-CS-M; FFA-CS-N; CS.05; AG5;
AGC09.02; CSS.RI.9-10.4; CCSS.W.9-10.2; CCSS.SL.9-10.1; CCSS.WHST.9.10.4;
CSS.WHST.9.10.6; CRP.04; CRP.10

Appendix 3: Craft the Perfect Digital Resume

Part 1:

Directions:

Read the article "The Feed: Craft the Perfect Digital Resume" in the fall 2021 issue of *FFA New Horizons* and complete the following activities.

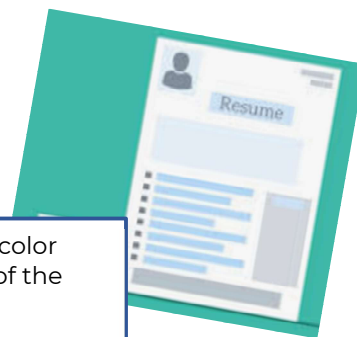
How are resumes **NOT** submitted today?

- a. Uploaded digitally
- b. E-mailed
- c. Sent through the United States Postal Service (USPS)
- d. Posted to a career website

Today, a resume should include lots of color and graphic elements to grab the eye of the potential future employer.

True

False



When creating your resume, what are some different pieces of information you should include?

- a. Accomplishments from volunteer and extracurricular activities
- b. Work and/or internship experience
- c. Key words
- d. All of the above
- e. None of the above



You should include lots of detail when writing your resume.

True

False

In your own words, describe a cover letter and its purpose.



In a maximum of three sentences, describe the purpose and components of an effective digital resume.



Name: _____

Part 2:

Directions:

Cut out the resume component headings and the definitions into separate strips. Match the heading with the definition. When completed, glue them on blank paper to keep for notes. If you are unable to print this page, draw arrows to match.

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CSS.WHST.9.10.6; MP1; MP3; MP6; CRP.04; CRP.10

Resume Heading	Definition/Purpose
Contact Information	This section will include items like honor roll or dean's list, a team's most valuable player, scholarships earned and awards received.
Objective	This section includes the name of each school attended, the degree received, and the graduation date or projected graduation date or dates of attendance if no degree was completed.
Education	Paid and unpaid or volunteer work will be listed here. This section emphasizes duties, responsibilities, skills, abilities and accomplishments appropriate to the purpose of the resume.
Work Experience	This section should include identifying information such as name, address, email address and phone number.
Activities/Volunteer Experience/Extracurricular Activities	This is typically a separate sheet of paper that lists the names, titles and contact information of people who know about your work-related abilities.
Achievements/Honors	This section is a list of organizations, clubs, sports, committees and community service in which the person has participated. This area should also list leadership positions held.
Skills and Certifications	This is a list of abilities like speaking a foreign language, computer skills, office skills, lab techniques or other transferable abilities not mentioned elsewhere in the resume. Special certifications can also be listed here.
References	A one-line description of the desired job or position. This section is optional, depending on the purpose of the resume.

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CSS.WHST.9.10.6; MP1; MP3; MP6; CRP.04; CRP.10

Building a Resume

Part 3:

Directions:

Choose and circle one of the jobs listed below. Use AgExplorer, <https://AgExplorer.FFA.org/>, to complete each section below about the career you select.

Floral Assistant
Sunnyside Florist
123 First Avenue
Sunnyside, AZ 83505
Contact Hiring Manager:
Mary Smith

Sales Representative
Agriseed
111 Stem Street
Sunnyside, AZ 83505
Contact Sales Director:
John Doe

Engineer
Angus Works
321 Beef Drive
Sunnyside, AZ 83505
Contact Sales Director:
Jess Brown

Resume Activity

Brainstorm experiences for each category that are relevant to the job position you are seeking. Try to capture at least one experience in each category.

Leadership Roles

Work (Paid & Unpaid)

Awards/Honor

Classes/Coursework

Community Service

Certifications

Club Involvement

Name: _____

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What Do I Need?

Part 4:

Directions:

Use the worksheet below to determine what information you need for your resume. Have this completed worksheet with you when you use the FFA Resume Generator to complete your own resume. Reference your matching activity to know what goes in each box. If there is a section that you do not have experience with, just skip that box and head to the next.

Information Needed	Your Information
What is your objective? (Your objective should explain your career and educational goals.)	
Where have you worked? Include all dates that you were employed, job duties and addresses for each place of employment.	
What leadership experience do you have? Include all opportunities that you have had as a leader within organizations. Examples: holding an office within a club or being a team captain	
What community service have you done? The focus here is on all the volunteer work completed in your school career. Examples: worked for the local food pantry or animal shelter	
What classes have you taken? Highlight schoolwork that taught skills relevant to the job for which you are applying.	
Have you received any awards or honors? If so, list them in the box along with the year you received the award or honor.	

Name: _____

Additional Items to Note:

1. List any clubs or teams that you are associated with as well as the years of participation.

2. List any FFA activities that you have done along with the years you participated. If you are not in FFA, list other activities in which you are involved and include the years you participated.

3. What year were you in the following grades (start with the grade you are in now and work backward):

Senior (12th grade): _____

Freshman (9th grade): _____

Junior (11th grade): _____

8th Grade: _____

Sophomore (10th grade): _____

7th Grade: _____

4. List three individuals you would like to ask for permission to use as references.

Mr. Example	Agriculture Teacher FFA Advisor	Sunnyside High School 1982 Sun Drive Sunnyside, AZ 83505	555-555-5555	example@email.com

Name: _____

5. Since a lot of communication is done via email, practice writing an email to one of your references, asking for permission to use them as a reference.

Subject Line: Need your help as a reference

Check in on the other person with a question about his or her life. Example: How is everything going at Acme Corporation?

Hello _____,
Insert recipient's name

I am applying for a job with _____ for their _____ position and want to have references ready in case I need them. Could I list you as a reference? It would be a big help.

Insert company name

Insert job position

If so, give me your best phone number and email address. In addition, do I have your job title correct?

List the person's job title and company.

Please let me know and thanks so much,

NOTE: Never assume you know the person's job title and company. Always double check contact details.

Insert your first name
Email signature

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MP6; CRP.04; CRP.10

Outside Evaluation Signature Page

Part 5:

Directions:

Take this signature page and have each person that evaluates your resume sign and leave feedback. You will use this feedback to make any necessary changes. You will turn this in when finished with any changes.

Evaluation 1:

Comments:

Signature: _____

Evaluation 2:

Comments:

Signature: _____

Evaluation 3:

Comments:

Signature: _____

Name: _____

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True

☒ False

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True

☒ False

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Answers will vary.



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Resume Components Match Game

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