

# Resume Writing

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How to incorporate job searching skills into an ELL classroom.

# *Vanessa Pacheco*



## **Bachelor of Liberal Arts in English Literature and Communications**

Wheelock College, 2014

## **Master of Fine Arts in Poetry**

University of Southern Maine, 2018

Vanessa Pacheco received her BA from Wheelock College and her MFA in Poetry at Stonecoast's Creative Writing program. Her journey in education began when she became a writing consultant as an undergraduate at Wheelock College. She has also taught English at Malvern College Qingdao in China to 30 students, ages 10-16. As well, she was the Assistant Director of Wheelock's WriteNow creative writing camp where she worked with middle to high school aged students. She has since continued to work with ELL students, one-on-one, at BHCC's Language Lab since 2018 and as an English instructor through the Adult Education Program teaching Level 2 and Level 4 classes.

**How does the job search process  
intersect with  
reading and writing skills?**

# Name: Adelaide

Age: 28

Pronouns: She/Her/Hers

Adelaide is a bartender. She is 28 years old. She is fluent in Spanish and English and can also understand Portuguese but does not speak it very well. She has her bartending license and has adept knowledge of local craft beers, wine, spirits, and cocktails. She has worked as a bartender for three years in the United States but has worked in restaurants since she was 16 years old in Colombia.

At her current job, Rodizio, Adelaide introduced a “Cocktail of the Month” promotion for the menu that was well received by customers and increased monthly sales. She has also trained two other bartenders and been promoted once at her job. People seem to like her ideas and find her friendly.

She graduated from high school in Colombia. She is currently studying to receive her Associate Degree in Business Management.

1: Students will be able to identify specific skills and competencies for a specific field or career path and successfully highlight those skills and competencies in a properly formatted professional resume.

Adelaide

## Hard Skills

Skills you need for that job.  
*job skills*

## Soft Skills

Skills you can use at many jobs.  
*transferable skills*

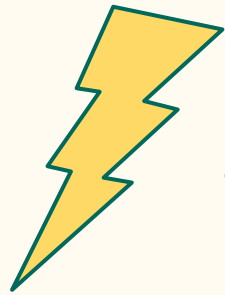
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# READING: Objectives vs. MELPS

<i>Students will be able to...</i>	<b>1A: Read to carry out real-world tasks</b>	<b>2A: Understand text structure and development.</b>	<b>3D: Use understanding of English conventions to comprehend meaning</b>	<b>4A-C: Use reading strategies</b>	<b>5. Use diverse media</b>
Understand how to read job ads.	✓	✓		✓	✓
Identify what skills are needed for jobs.	✓	✓	✓	✓	✓
Learn and understand the differences between job skills and transferable skills.		✓	✓	✓	✓

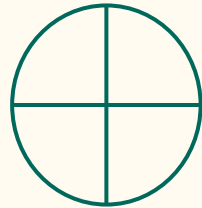
Students will be able to demonstrate proficiency in written communication through word choice, parallel structure, and strategic use of specific detail in a properly formatted professional resume





**Action Words**

*Adelaide*



**Specific Details**



**Parallel Structure**

# Round Robin: Action Words & Details

<u>Team 1</u> introduced trained created	<u>Team 2</u> speaks increased
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Adelaide



# WRITING: Objectives vs. MELPS

<i>Students will be able to...</i>	<b>1A: Use writing to carry out real-world tasks</b>	<b>2A-B: Organize and develop ideas in writing.</b>	<b>3D: Use conventions of English to convey meaning</b>	<b>4A-C: Use writing strategies</b>	<b>5. Use diverse media</b>
Express their skills in a professional resume.	✓	✓	✓	✓	
Identify and use different parts of speech.	✓	✓	✓	✓	
Compare/contrast their own experience with job ads, career paths, or specific fields of interest.				✓	✓

Students will develop an appropriate level of proficiency with software and applications designed to support the job search process.

# Software & Applications

- Microsoft Office/365
  - Google Docs
  - Search Engines
    - Google
    - Yahoo
    - Bing
  - Canva → *graphic design resumes*
  - LinkedIn
-

## Your Name

1234 Fourth Avenue, Smallville, Minnesota 55988, (600) 555-1234  
yourname@mail.com, Portfolio: yourname.com

### QUALIFICATIONS

- Creative and versatile designer who understands its all about branding
- Experienced designing brand identity, brochures, packaging, advertising, signage, posters, and web sites
- Social media savvy and up-to-date with current web trends
- Able to work directly with clients to discuss ideas and present design solutions
- Developed illustration skills with watercolor, colored pencil, and digital media

### SOFTWARE

- Photoshop, Illustrator, InDesign, Dreamweaver, HTML, CSS, Flash, Edge, Acrobat, Audacity, Word, Excel and PowerPoint

### EDUCATION

Bachelor of Science, Marketing  
University of Minnesota, Minneapolis, Minnesota

Associate of Applied Science, Graphic Design  
Brown Technical College, Minneapolis, Minnesota

### EXPERIENCE

#### Graphic Designer

The Zeal, Minneapolis, Minnesota. 20xx–20xx

- Designed and produced a monthly college newspaper (20 issues total)
- Redesigned the logo and format to update the look and follow industry trends
- Contributed stories, photos, and original artwork for publication

#### Receptionist

Maplewood Dental, Minneapolis, Minnesota. 20xx–present

- Assist office manager with payroll, bank deposits, and patient scheduling
- Responsible for stocking and ordering all dental supplies
- Facilitate new employee orientation (5 sessions to date)

#### Retail Sales Associate

Eddie Bauer, Minneapolis, Minnesota. 20xx–20xx

- Dealt directly with customers, assisted with selections, purchases and returns
- Responsible for all money, returns, and sales transactions on the weekends
- 20xx Sales Associate of the Year. Increased my annual sales volume 15%
- Organized loss-prevention efforts in the store (we saved \$500 annually)

### ACHIEVEMENTS

- Vice President, Graphic Design Club, Brown Technical College. 20xx–20xx
- Third Place Gutenberg Award, Poster Design. 20xx

## JANE DOE

12 Name Street Boston, MA 02130 • Cell: (617) 555-5555 • [email@gmail.com](mailto:email@gmail.com)

### Professional Summary

Fluent in English and Spanish with skills in reading and writing; strong organizational, multi-tasking skills and detail-oriented; extensive knowledge in lab practice; can excel in either group or independent work, people-oriented with strong interpersonal skills and experienced in Microsoft Office.

### Education

**BACHELOR OF ARTS:** English, 2019

**MINOR:** Biology, 2019

**University of Massachusetts Boston** – Boston, MA

### Experience

**Store Manager, 09/2018 to 03/2019**

#### Discovery Imports, Boston MA

- Entrusted with keys and responsible for managing the opening and closing of the store.
- Responsible for handling all cash and credit card transactions, as well as counting money in cash drawers to ensure amount is correct.
- Strong interpersonal skills helped a variety of different customers within the store to achieve excellent customer service.
- Responsible for maintaining and monitoring store inventory.

**Professional Organizer, 08/2016 to 01/2018**

#### Multiple Families

- Specially tailored organizational project based on clients needs.
- Help reduce stress and increase productivity by creating comprehensive organizational systems.
- Help clients take charge, stay focused on one task at a time and maintain organized spaces and environments.
- Provide value-added services such as a safe pet accommodations and in-home pet care and space planning.

**Child Caregiver, 06/2012 to 09/2017**

#### Multiple Families

- Promoted language development skills in both English and Spanish through reading, talking and music.
- Safely transported children to and from school, medical appointments and extra-curricular activities.
- Helped develop the family's schedule to maintain household order.
- Engaged with children on an individual basis to build positive relationships with them.

**Skills:** Microsoft Word, Excel and Power Point.

Resume ☆ 📁 🌐

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**EXPERIENCE**

**Company, Location — Job Title**  
MONTH 20XX - PRESENT  
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**EDUCATION**

123 Your Street  
Your City, ST 12345  
(123) 456-7890  
no\_reply@example.com

**SKILLS**

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**AWARDS**

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## **Vanesa Pacheco**

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# Contact Information

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