The Resume Project

**STEP 1: Create a folder with your name on the classroom computer (5-15mins)**

1. At the bottom-left hand corner of the computer screen, click on the Windows icon

Go to: **Computer 🡪 Student Save 🡪 ENGLISH FOR CAREERS**

1. Click on **New Folder** at the top of the window. Use your name as the name of the folder. You will be able to save your work there throughout the semester.

**STEP 2: Find a job announcement on indeed.com (30 min -2 hours)**

1. Open the Google browser. In the search window, type **indeed.com**
2. On the indeed.com website, under **what**, type the job tile or key words describing the job you are looking for. A long list of job announcements should appear. Go through the list and read several announcements until you find one that you like.
3. Copy and save the job announcement in your folder:
   1. click **Ctrl/A** to highlight the entire job description
   2. click **Ctrl/C** to copy
   3. open a new Word Document
   4. click **Ctrl/V** to paste the description to the new Word document.
4. Save the file to your folder so that you can open and use it later.

**STEP 3: Select and download a resume template (5-15 min)**

1. Go to **magdaseslclass.weebly.com 🡪 English for Careers 🡪 Write a powerful resume**
2. Click on the link to **7 contemporary-style resume templates**
3. Scroll down to see the seven templates. Look at the carefully and choose the one that you like. Then click on **Download** above your selected template.
4. Open the template and click on **Enable editing** in the yellow bar at the top of the file.
5. Save it in your folder by pressing **Ctrl/S**. A window will open. Find **Student Save 🡪 ENGLISHFOR CAREERS 🡪 Your Folder** and save the template. Now it is in your folder. You can open and edit it any time.

**STEP 4: Fill the resume template with your information (1-3 hours)**

1. Go to your folder in **Student Save**. Find the resume template you saved, and open it.
2. Change the contact information with your information.
3. Move to the next section, e.g., Experience. Now the real hard work begins. Go back to the job announcement and see which parts of it describe your experience well or to some extent. Describe your experience in such a way that it truthful and matches what the employer is looking for.
4. Do the same thing with the next section. Always save your work to your folder in **Student Save**.