

Activity 3: Writing a Resume with no Experience

Directions: Create a cover letter and resume for their Dream Job based on their current credentials.

Choose the best answer(s) There can be more than one answer!

1. What does “Think Outside the Box” mean?
 - ☐ Put things on your resume that aren’t true
 - ☐ Be creative, but honest, in what you put on your resume
2. Why do you think including things like dog-walking, babysitting, taking out the trash, other house chores and volunteerism are good to put on your resume?
 - ☐ They show that you don’t just sit around the house playing video games
 - ☐ They show that you’re not interested in getting paid for what you do
 - ☐ They show the qualities that you have that would make you a good employee
3. The summary section of your resume is important because...
 - ☐ It’s the only thing that a possible employer will look at on your resume
 - ☐ It’s an overview of what’s inside your resume, giving the reader a quick idea as to whether you might be the right person they want to choose
 - ☐ Shows the potential employer that you're articulate and can spell correctly
4. Why is it important to include clubs and societies you are a part of on your resume?
 - ☐ It makes your resume look longer
 - ☐ It shows that you don’t just float through your school day and that you are involved in more than just attending classes