

Resumen personal

Objective: Students will create their own resume in Spanish using the template provided.

Materials:

Pen/pencil

Spanish dictionary

Spanish resume template

Blank resume template

A creative mind

Grade: Students will be graded using the suggested rubric.

Procedure: You have found the perfect job in the want ads! You want to apply for the job; however, you don't have a resume to send to the company. You will create a resume using the template provided. The resume will be done in Spanish! You need to include:

1. Your **name, address, phone number, and email address**. (this will be the only part of your resume in English.)
2. Target job
 - Include the **place of employment, address, and position** of the job that you are seeking.
3. Education
 - List the **names, dates, and addresses of 3 schools** you have attended. You will start with your current school and work backwards.
4. Work experience
 - If you haven't had real work experience that is okay! You will need to create **3 jobs** that you have had in the past. If you have had only 1 real job, then you will need to create 2 new jobs. If you have had 2 real jobs, then you will need to create 1 new job.
 - Each job will consist of: **place of employment, your job title, dates that you worked the job, and one sentence giving a description of what you did while at the job**.
 - You will start with your most recent job and work backwards.
5. Activities and interests.
 - Include **2 activities** you are involved with and **2 interests** or hobbies that you have.
6. References
 - Include **3 references**. You probably will want to use one teacher and two employers. Each reference will need to include **the person's place of employment, job title, his/her relationship to you, and phone number**.
7. Using the **Spanish resume** template provided, replace the information on a blank piece of notebook paper. Exchange papers with another student in class. He or she will proofread your paper. After necessary corrections, use the **blank resume** template to neatly transfer your information. You will need to make sure your resume follows the format of the Spanish resume template. Turn in when completed.