

LESSON PLAN 6

HOW TO CREATE A RESUME



ABOUT THE LESSON PLAN

DURATION: 60 minutes

MASTERIAL REQUIRED: Handout 6

OBJECTIVES:

In this guide, we will show you what an interactive curriculum is and how to use it. If you have started to create your own CV and do it in an interactive way, it will help you to capture the recruiter's attention, show your creative side and show your personal side. Interactive CVs are suitable for tech companies, artistic companies, start-ups, or design companies.

LEARNING OUTCOMES:

- Learn about the main tools for creating interactive CVs.
- Create your personal CV from templates.

LEARNING CONTENT

- What to include in the CV.?
- Canva to create your CV.

To create a resume, you must first select what is needed:

- Name and contact details
 - Name
 - Email address
 - Telephone number
 - Location.

- Personal statement

- Education & qualifications
- Industries you have worked in
- High level skills
- Problems you solve for your employers

-Core skills section

- Example: Reporting, Excel, Customer service, Marketing degree...

-Work experience

- If you have not work experience yet, you can always include school projects, work placements or voluntary work.
- You should list your employment history in reverse chronological order, starting with your most recent position and working backwards.
- Include details, tasks you have performed in your most recent jobs. You should aim to demonstrate whom you have worked for, the skills you have used and how your presence has benefited the employer.
- Try to quantify these achievements with numbers so that readers can really understand the difference you make.

-Education and qualifications

- If you are a junior candidate listing all of your qualifications from high school to university - and even detailing modules and projects undertaken where they are relevant to the jobs you are applying to.
- If you are a Senior candidate simply list your highest education (such as your degree) along with industry specific qualifications that you may have picked up during your career.

-Hobbies and interests

- Hobbies and interests are a totally optional section.
- If you have no work experience at all, you might want to include some of your hobbies to demonstrate workplace skills. For example, you might captain a sports team which shows leadership, people skills and motivation.

Consider these aspects in your CV

- Attach a picture of yourself looking good.
- Be up front and explain your career breaks in a positive fashion. Write a brief show some of the skills you have used and experience gained through it.

What not to include in your CV

- Your date of birth
- Your full address
- Your ID number
- Lies
- Never put reference names and contact details on your CV.

How to create your resume in Canva:

1. Go to www.Canva.com
2. Register.
3. In the Canva search engine search for the word: resume.
4. Pre-designed CV templates will open.
5. Chose the one you like best, which is free.
6. When we select the one, we like the most, the template will open for us to edit it.
7. By double clicking on the different boxes, we can edit and write all our information.
8. We can change the size, font and colour as well as add whatever we want, such as images or videos.
9. To change a CV image, you have to upload an image from your computer by clicking on the left side of the screen on: upload media. Once the image has been uploaded, drag, and drop it over the current photo.
10. To save the resume you created in Canva, rename your design up top, and then click on the download icon on the top, right-hand side. Then click on the download button at the bottom.
11. Keep in mind that some interaction will transform your interactive CV in a paid format.

TIPS FOR FURTHER READING

Bibliography

- What to include in a CV. Standout CV. (n.d.). Retrieved November 23, 2021, from <https://standout-cv.com/pages/what-to-include-in-a-cv>.
- Rubio, J. (2021) ¿Cómo hacer un currículum creativo, original y Diferente? Genially Blog. Retrieved November 22, 2021, from <https://blog.genial.ly/como-hacer-curriculum-creativo-original/>.

References

- Hacer un Currículum Interactivo: Ejemplos y Consejos (livecareer.es)
- Home - Canva
- CANVA RESUME TUTORIAL: How To Create A Resume In Canva - YouTube

HANDOUTS

Handout 6