



May 4-8, 2020

LESSON 10

TOPIC: RESUME

RESUME

- A resume is a summary of your qualifications that you use as a tool market yourself when applying for a job. It is a short document describing your education, work history (if any), and document showing a list of your achievements, etc. A resume shows your prospective employer that you are employable, that you meet the company's requirements in terms of education and work experience and that you possess the skills and experience that are suited for the job.

HOW LONG SHOULD A RESUME BE?

- A resume can vary in length. If you have multifarious experience at a previous work, have earned several degrees or have taken more than a college degree, then your resume may be longer than two pages. But if you have just graduated from college and have no work experience yet, then your resume can just be a page or two. A one-page resume is better than padding your qualifications – meaning putting a lot of information that are not true and are only meant to impress the prospective employer.
- The usual question in preparing a resume is on how to arrange the information to be included. Some people prefer to begin with their educational qualification after their work experience. Of course, if you are just fresh graduate, you would not have anything to write in the work experience, except for some on-the-job trainings or part time jobs you had when you were in college. Others begin with their objective, their technical skills, or the best information that would catch the attention of the employer or the interviewer. One thing to keep in mind is to enumerate the most important information that will best benefit you and will please the employer. A guiding principle of writing a resume is that there is no hard and fast rule.

Here are some tips and guidelines adapted from Resumegenius.com to help you write your resume:

Step 1: Choose from three (3) formats.

A. Reverse-Chronological Format

This is the traditional format and the commonly used in writing a resume. Chronological format, as it is commonly called, is flexible and can be used for applicants with any level of experience. Use it if you want to show a vertical career progression, if you want to show a vertical career progression, if you want to apply for a job in a similar field, or if you want to promote your upward career mobility. As fresh graduates, you may use this because you have no employment history yet. But for those with varied work experience yet have major gaps in their employment history, this is not the format for them.

B. Functional Format

A functional format focuses on an applicant's abilities and emphasizes more on his or her qualifications. This is suitable for applicants who are already experts in their level of experience. If the applicant has gaps in his or her employment history, is an entry level candidate that lacks experience, and has the desire to highlight a specific skill, this is the appropriate format to use. Take note that the main purpose of writing this type of resume is to hide the gaps in an applicant's period of unemployment because he or she would not want to scare his or her prospective employer that he is a high risk employee. However, if the applicant lacks the skills needed in the job, and lacks experience, this is not for him or her.

C. Combination Format

This type makes use of both the chronological and functional format. For the chronological type, this resume contains professional experience. Similar to the functional format, this type focuses on the applicant's specific qualifications. The combination format is used if the applicant wants to highlight a developed skill set within a specific career, wants to change a career path, and is a master of a subject he or she is applying.

Step 2: Order the Information

1. **Contact Information.** As mentioned in the beginning of the lesson, your contact details are your name, mailing address, email address and contact number.
2. **Resume Introduction.** You may choose from three resume introductions: A qualifications summary, career objective and professional profile. A qualifications summary is a bullet list of your outstanding career achievements. A career objective provides an overview of your skills and experience. A professional profile is a combination of the qualifications summary and the career objective.
3. **Professional Experience.** In this section is where you list down your work experience. Just remember that you only include those that are related or relevant to the job you are applying for.
4. **Education.** This is where you put the degree or course you have taken, the name of the university or college, the location of your school, and the year you graduated.
5. **Additional Sections.** Normally, this section would be for certificates and licences which are relevant to the job being applied for. For fresh graduates of senior high school and college degree, you may not have these certificates and licenses yet. What others do is to include certificates and awards which they have gotten from the seminars and trainings they have attended while in college and which are related to the job position they are applying for. You may also include grants or scholarships and affiliations (organization) on which you belong, your technical skills, like being knowledgeable in using computer applications, etc.

Step 3: Style your resume.

1. **Number of pages.** There is not really a rule for the number of pages when preparing your resume, although some people suggest that one page is enough. Others may allow two to three pages, depending on the need. If you think the information you will include will be relevant to your job application, you may add more. Just make sure that what you put will not create an impression that you are just trying to add more information for the sake of adding it or will surely make your resume suffer.
2. **Font style and size.** The font style depends on you. There is not really a specific font style that is required of an applicant for typing his or her resume, but there are things to consider in the choice of the font and the size as follows:
 - a. Choose a font style that is readable. You cannot use font styles that make use of cursive lettering or that too bold and too large or you can be sure that your resume will not be readable, or will be too bold or large to fit the page.
 - b. Use the same font all throughout. Do not mix font styles.
 - c. You may change sizes in descending order for your name, headers and bullet points but do not go below font 9. The size of the font used for your name should be bigger than the other information. Many resumes follow a 24pt for the name, 12pt for the body headers, and 10pt for the bullet points. The reason for doing so is to make sure that your name catches the attention of the interviewer or prospective employer and the rest of the information will follow in the decreasing number of the font sizes.

For your guidance, the fonts that are more popular and are commonly used are: Times New Roman, Arial, Tahoma, Calibri, Bookman Old Style and Helvetica.

3. **Lines.** Lines are used to break the sections of the information. This will enable the employer or the interviewer to digest what you put in your resume. Check the examples of resumes given in the previous pages. Each section is separated by a line.
4. **Margins.** The safest size is an inch for both the left and the right margin.

(Source: Antonino, Maria Teresa M, et. al. Reading and Writing Skills for Senior High School Students. Mutya. Publishing House Inc. pp. 168-170.)

HONE YOUR SKILLS!

Activity #1

Directions: Discuss briefly the three types of resume format. Use a one-whole yellow paper for your answer.

1. _____

2. _____

3. _____

Activity #2

Directions: Prepare your own resume. Pretend that you have already experienced working at a fast food store as part time job. Use combination format, font style depending on your choice but it must be the applicable font style.

Follow this format:

- Short bond paper
- Font of your choice (choose from the applicable font style)
- Follow the correct font style



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LESSON 11

TOPIC: APPLICATION FOR COLLEGE ADMISSION

COLLEGE APPLICATION LETTER is a letter given to the admission department of a university together with the other requirements asked by the university

People may consider college as a time in their life when stress can be unbearable because of the academic responsibilities that they can be faced with, but it can also be considered as a life of independence and enjoyable experience for them.

It is true that the transition from high school to college can be both exciting and stressful to everyone. It is good if you get because this is the next step for you to make your way towards the realization of your dreams and the creation of a better future for yourself. Regardless of what future plan you have, a good education is what prepares you to achieve what you dream to be because your good grades will be your stepping stone to that promising future you aspire to have.

This lesson will discuss topics on how to prepare for college, how to choose a course, and how to choose the right school.

HOW TO PREPARE FOR COLLEGE

How can you prepare for college life? The following tips can guide you in your preparation for this new challenge as students:

1. **Decide on the college degree you want to take.** At this stage of student's life, some already are decided on what course to take. Others though, do not. If you are one of those who don't know yet what to take up in college, considering what interests you may help.
2. **Meet with your counsellor to ensure you are on track of your course selection.** Your counsellor can help in your decision in choosing a course if you have no idea yet what to take. He or she can help you realize if you are right in choosing the course because you yourself is interested in it and not just have been influenced by anyone.
3. **Explore school websites.** School websites give information on careers, scholarships, and other information you will need in your preparation for college life.
4. **Stay active in extra-curricular activities.** Being active in extra-curricular activities may make schools consider you for leadership responsibilities.
5. **Take note of admission tests.** Admission tests or entrance tests are tests given by schools to select students for admission. Take note of these tests.
6. **Be ready to embrace diversity.** A college or university is a place where you will have to mingle with different people with diverse cultures, beliefs, religion and even relationship preferences. Be ready to experience these types.

CHOOSING YOUR COURSE

In choosing a college course, consider the following tips: (Antonio & Relucio, 2015)

1. **Your interest.** Think about what you want to be. Think about your passion.
2. **Your aptitude.** Choosing a course also depends on what you know and you are good at. Your aptitude is your inherent capacity, talent or ability to do something. Having a high aptitude in something means you are good at it.
3. **Your finances.** In choosing a course, your finances will have to be considered – a sad reality for those who want to study in universities or colleges that assure their client-graduates of promising job.
4. **Your time.** Time is important factor to consider in choosing your course. Some students want a course that will only take them three to four years to finish because they want to be able to work at once.

5. **Your values.** A person's values tend to influence his behaviour and attitude. While a person may have different values compared to that of others, a course also comes with stuff that cannot be quantified but could be useful in his decision of what course to take.
6. **Your willingness to learn.** Think of how willing you are to learn a particular subject. If you enjoy discussing topics, would crave for more information about it, and would enjoy doing the same stuff over it, it may be a good sign that your choice of college major course is not from being influenced or is just a passing fancy that you would lose interest in as time passes.
7. **Your goals.** One of the most important things among the considerations you have in choosing a college degree is your goals.
8. **Your commitment.** College life will not be as easy as you think. Assuming it has not been as smooth a path you expected, would you be committed enough to continue and finish what you need to do?

HONE YOUR SKILLS!

ACTIVITY #1

Directions: Answer the following questions comprehensively. Write your ideas in a one-whole sheet of yellow paper.

1. How can a school counselor help you in preparing for college?

2. How can a diverse assortment of people affect you as a student? Give five.

3. Why is it important to choose a course that interests you?

4. How can extra-curricular activities help you in your preparation for college?

5. How would you mingle with classmates who have different cultures, beliefs and religions and interests?



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LESSON 12

TOPIC: APPLICATION FOR COLLEGE ADMISSION (CONTINUATION)

COLLEGE APPLICATION LETTER is a letter given to the admission department of a university together with the other requirements asked by the university

People may consider college as a time in their life when stress can be unbearable because of the academic responsibilities that they can be faced with, but it can also be considered as a life of independence and enjoyable experience for them.

It is true that the transition from high school to college can be both exciting and stressful to everyone. It is good if you get because this is the next step for you to make your way towards the realization of your dreams and the creation of a better future for yourself. Regardless of what future plan you have, a good education is what prepares you to achieve what you dream to be because your good grades will be your stepping stone to that promising future you aspire to have.

This lesson will discuss topics on how to prepare for college, how to choose a course, and how to choose the right school.

FINDING THE RIGHT SCHOOL

A good way to start finding a school is to ask yourself a few important questions like the following:

1. Do you want your school to be close to where you live?
2. Do you want it to be a big college or university?
3. Would you want to enrol in a state or private university or college?
4. Does the school offer the academic program you are interested in? Does the school meet your educational needs?
5. If you are from the province, would you consider living in dormitories inside the campus? What are the school's religious affiliations?
6. It is an exclusive school for girls or boys?
7. Would you consider the school's reputation when it comes to graduates?

The following tips will help you in ranking your priorities:

- 1. Rank what matters to you.** You can list down factors that matter when looking for a school to enrol in. The courses offered is one factor sought for by students and parents in finding a school.
- 2. Check the school's profile.** Check if the school offers the right course you need, including the facilities available for the kind of studies you want to take.
- 3. Get some guidance.** Career or guidance counsellors, parents, friends, and other people you know can propose good perspectives in choosing a school.
- 4. Visit the school website.** A school website is very helpful in communicating to students, parents and other people, information that they need.
- 5. Take a tour.** The school visit is most critical step in selection process. Though other people visit and take a tour of the school after they have been accepted, this should not only be the case.
- 6. Explore college costs.** Knowing how much you need to spend for your college education is critical to your choice of school. Definitely, you would not select a school that you cannot afford, unless you intend to apply for any scholarship made available to qualified students or expect to receive financial assistance that can make even the most expensive colleges affordable.

PREPARING FOR ADMISSION TESTS

Increasing your chance of passing the entrance examination depends on the preparation you make. Generally, preparing for an exam begins on the first day of classes. This is so because concepts of the fundamental subjects are always included in any entrance examination. Studying your notes or reviewer a few days prior to the exam may help you, but it is always best that you begin your preparation way ahead of the scheduled exam day.

HONE YOUR SKILLS!

ACTIVITY #1

A. Directions: Do as instructed. Write it in a one-whole sheet of yellow paper.

1. Make a list of the things you find interesting. From the list, check five that you like the most.

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

2. List three subjects that interest you most.

3. Compare your answers in numbers 1 and 2. Do you find any relation or similarity in your answers?

For example, one of the things you listed as interesting is a laptop, and science as one of the subjects that you like the most.

Comparison: Technology is the product of science. A laptop is a product of technology.

B. Directions: Make your own checklist of the things you will consider in finding the right school for you. Give at least 10. Write your answer in a separate one-whole sheet of yellow paper.
