

Resume Scenarios

Directions: Print out scenarios below. Cut the cards out and distribute to pairs or teams of students. Have the student groups read the scenario card they are given. Decide what information the employer needs in a resume from a prospective employee. What part of a traditional resume would provide the employer with this information? Have the groups share their scenarios and answers with the entire class. Discuss how a chronological resume may not fulfill the needs for every job situation and that different resume styles may be more appropriate.

Masterson's

This department store is hiring a sales assistant to work in the shoe department. This person will have to be knowledgeable about fitting shoes and style trends, be able to work with customers (and their feet), dress professionally, use computerized programs, count change, and work with other staff and supervisors. This person may occasionally be asked to fill in other departments of the store.

Sperry's by the Lake

This night club is looking for someone to provide musical entertainment in their dining room. The restaurant has a baby grand piano available for the entertainer to use. Patrons of this restaurant are usually dressed in suits and cocktail gowns. The servers wear tuxedos.

Tutor

A local family is looking for a tutor to help their 12 year old son work on his math and social studies. They are hoping that the tutor will become a mentor as well as provide academic support.

Stop and Shop

This gas station and convenience store is hiring a part-time clerk. The clerk will wait on customers, refill propane tanks, stock shelves, and assist in any other ways needed. They are hoping the employee has some experience and can start work immediately.

Spunkmeir, Finkle, and Brown

This law firm needs to hire a new legal assistant. This person will provide help with research, writing drafts of documents, take notes during meetings, and many other secretarial type duties as needed. This is a professional setting and the lawyers want someone is familiar with this work already and won't require much training.

John's Wagon Works

John wants to hire an assistant who can assist him in his handcrafted wagon shop. This person will need to be knowledgeable about wood working and blacksmithing skills. They will also have to work long hours occasionally and be able to lift up to 100 lbs.

Sit and Spin

This smoothie shack is looking for weekend help. The person hired would have to learn how to use simple machines to make smoothies from recipes. They would also have to work with customers, count change, balance the register, secure the money over the weekend, follow safety and health guidelines, and work with another employee on busy days.

Big Sky Bitty Ball

This summer camp program is hiring coaches to teach youth in 1st through 5th grade how to play basketball. The employees will need a solid knowledge of the basics of basketball, be able to work with young children, have or be able to get their First Aid card, and be able to work with other staff in planning and providing a fun, upbeat camp experience for kids.