

LESSON 5

WRITE A RÉSUMÉ



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Interested in working for TSW Media?
We need people! Send us your résumé.

1 BEFORE YOU WRITE

- A** Read part of a résumé. How many jobs do you see? Which job did Omar have first?

Omar Sayed

1317 52nd Ave N.
Nashville, TN 37209
Omar.Sayed.22@epiklink.net

Education

University of Tennessee
B.S. Business Administration 2017

Experience

Good Shoes Company, Nashville, TN
Market Researcher: 2017–Present

- Make presentations
- Help clients
- Supervise other workers in the office

Buena Vista Hotel, Knoxville, TN
Manager: 2015–2017

- Help guests
- Write reports
- Order supplies

- B** Read the résumé again. Take notes in the chart.

Job title		
Dates		
Place of work		
Work activities		

- C** Read the résumé again. Choose the correct answers.

1. Where does Omar put his education?

a. before his experience

b. after his experience
2. Where does Omar put his name and address?

a. at the bottom of the page

b. at the top of the page
3. Where does Omar put his work activities?

a. before the dates he worked at the job

b. after the dates he worked at the job

2 FOCUS ON WRITING

- A** Read the Writing Skill.
- B PAIRS** Reread the résumé. Circle all the capital letters. Tell your partner the reason for each of the capital letters.

WRITING SKILL Capitalize proper nouns (review)

Use capital letters for names of people, streets, cities, states, countries, companies, schools, days, and months. Capitalize the first word in a sentence. We also capitalize job titles on résumés. For example:

- Manager
- Market Researcher

3 PLAN YOUR WRITING

- A** Think about the job you have now or a job you had in the past. Use your own information to make a chart like the one in 1B.

Job title	
Dates	
Place of work	
Work activities	

- B PAIRS** Tell your partner about your job.
I'm a nurse. I help patients.

4 WRITE

Start a résumé. Include your name, address, and email. Then write about one job. Remember to use capital letters. Use the example in 1A as a model.

5 REVISE YOUR WRITING

- A PAIRS** Exchange résumés and read your partner's résumé.
1. Circle the capital letters.
 2. Did your partner use capital letters for the names of people, schools, months, streets, cities, states, companies, and job titles?
 3. Did your partner include a job title, place, dates, and work activities?
- B PAIRS** Can your partner improve his or her résumé? Make suggestions.

6 PROOFREAD

Read your résumé again. Can you improve your writing?

Check your

- spelling
- punctuation
- capitalization