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# CAREER STARTERS

## RESUME WRITING FOR ELEMENTARY STUDENTS

TEACHER'S GUIDE



## TEACHER'S GUIDE

**Session duration:** 45 minutes

**Tools/technique needed:** printing of attachments for students, 1 ballpoint pen for each student

**Aim:** The main aim of the session is to familiarise students with the CV, its function, purpose, usability and main content. The emphasis is on introduction, as the session is not designed to get students to write a CV independently.

**The session:** During the session, students have to solve a total of 3 tasks. The tasks are then checked together by the class under the guidance of the person leading the session.

### 1st exercise

The session starts with two questions to get the conversation going.

"Does anyone already have an idea of what they would like to do in the future, do you have a favourite profession? "Have you heard of autobiography, do you know what it is used for?"

After discussing the questions, each student will receive one of the questions in Annex 1.

In the exercise they are asked to answer the following questions in writing:

1. What do you like to learn at school? What are your favourite subjects? List at least two!
2. What do you like to do outside school? What are your hobbies?
3. Do you already have a favourite profession?

**Note:** The questions can be adapted, completed and personalised as you wish.

For this exercise, students have a maximum of 5 minutes.



## 2nd exercise

To correctly solve the second exercise, you need to review the criteria for a CV. In order to actively involve the pupils, they can be asked the following question: „Does anyone know how a good CV is structured and what information it should contain?”

1. One "official", good quality photo of the person (add: the photo should not be a selfie, should not be of the person at leisure, should not be too close or too far away, should not be full-length)
2. personal information (the most important information such as name, date of birth, e-mail address, phone number)
3. professional experience
4. Qualifications
5. language skills

The following may be listed in a CV, but are not required:

1. Skills (digital skills and/or personal skills may be listed)
2. additional information (hobbies, interests)

In order to keep to the timeframe, it is a good idea to briefly and clearly review this information, and if the room has a whiteboard, the outline points can be indicated to help.

After the review, each student will receive a copy of the 3 CVs in total. All CVs have errors and/or omissions.

Elek Gipsz's CV contains the following errors:

1. Incorrect profile picture
2. Incorrect email address
3. Incomprehensible work experience

Eszet Lenke's CV contains the following error:

1. No meaningful education and training section

Har Mónika's CV contains the following error:

1. Complete lack of personal information

Note: It may be pointed out that a photograph of Har Mónika is the most ideal for a CV.

For this exercise, students have a maximum of 10 minutes.



### 3rd exercise

After checking together, participants should be split into pairs. The attached cards contain 10 activities and 18 skills.

The following occupations are on the pink cards: hairdresser, lifeguard, lawyer, secretary, car mechanic, marketing manager, journalist, tailor, carer, waiter

The following skills are on the blue cards: friendly character, good manual dexterity, customer focus, good stamina, first aid skills, reliability, good negotiation skills, good speaking skills, ability to work in a monotone, high attention span, high workload, reliability, ability to make decisions independently, strong communication skills, oral and written, good persuasion, ability to assess situations, precision-accuracy, creativity, musical skills, good stress tolerance

Students need to match activities with the skills that match them. The aim is not to make a big mistake, for example, not to pair a music skill with a lifeguard session, but they can optionally pair cards outside of big mistakes.

There may be more than one skill per session, so it is a good idea to print multiple copies of the skills cards.

Students have a maximum of 15 minutes for this exercise.

**After checking the third task, the session comes to an end. If there is time, it is worth taking stock of how the students have enjoyed themselves and what new knowledge and experience they have gained.**



**Answer the following questions! Write at least two sentences for each question. You have 15 minutes to complete the exercise.**

1) What do you like to learn at school? What are your favourite subjects? List at least two!

2) What excursions have you been on organised by the school? Do you often go on trips with family or friends outside the school?

3) What do you like to do outside school? What are your hobbies?

4) What would you like to be like in 5 years? Do you already have an occupation you like?



# Eszet Lenke

**Date of birth:** 16/09/1998 | **Nationality:** Hungarian | **Sex:** Female | **Phone:** (+36) 304567896 (Home) | **Email:** [eszet.lenke@gmail.com](mailto:eszet.lenke@gmail.com) | **Address:** Rókalyuk utca , 1./b, 6700, Szeged, Hungary (Home)

## WORK EXPERIENCE

2020 – CURRENT Szeged  
**BARBER LILY OF THE VALLEY BEAUTY SALON**

- haircut with scissors, clippers and razor, hair thinning
- hair styling
- hair dyeing, colouring
- hair drying, styling

2019 – 2020 Pécs  
**HAIRDRESSER TRAINEE FRIZURA HAIRDRESSING SALON**

- hair wash
- haircut with scissors, clippers and razor, hair thinning
- hair styling
- hair drying, styling

## EDUCATION AND TRAINING

**PROFESSIONAL DAYDREAMER** School of life

During my studies at the School of Life, I learned all the skills needed to be a full-time daydreamer and became a professional day-tripper.

## LANGUAGE SKILLS

Mother tongue(s): **HUNGARIAN**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
<b>ENGLISH</b>	B2			B2	B2

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user

## DIGITAL SKILLS

MS Office advance level (Word PowerPoint Excel)

## HONOURS AND AWARDS

**2021. Hairnet 2nd Internet Hairdressing Competition Audience Prize**

## HOBBIES AND INTERESTS

Sewing



## Har Mónika

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### ● WORK EXPERIENCE

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2020 – CURRENT Budapest, Hungary

**HEAD OF MARKETING** HOME-TO-HOME LTD.

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- identify key marketing directions for the development of the company
- monitoring marketing activities
- representing the company

2018 – 2020 Budapest

**MARKETING MANAGER** HOME-TO-HOME LTD.

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- preparing a marketing strategy
- calculating the amounts to be spent on marketing
- managing the marketing team
- managing paid advertising

2017 – 2018 Budapest

**MARKETING ASSISTANT** HOME-TO-HOME LTD.

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- social media management
- drafting advertising copywriting assignments
- preparing marketing strategy

2015 – 2017 Budapest

**MARKETING ASSISTANT** GREAT HOUSE LTD.

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- social media management
- drafting advertising copywriting assignments
- preparing marketing strategy

I did my internship at Great House Ltd., and after my internship I worked as a marketing assistant for another year and a half.

### ● EDUCATION AND TRAINING

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2014 – 2016

**DIPLOMA** Eötvös Lóránt Science University

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2010 – 2014

**DIPLOMA** Corvinus University of Budapest

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2005 – 2009

**MATRICULATION** Városmajor High School

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### ● LANGUAGE SKILLS

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Mother tongue(s): **HUNGARIAN**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
<b>ENGLISH</b>	C2	C2	C2	C2	C2
<b>SPANISH</b>	B2	B2	B2	B2	B2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

## ● **DIGITAL SKILLS**

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Facebook ads | MS Office advanced level | Microsoft Power Point advanced knowledge |  
Knowledge of communication platforms (Skype, Zoom)

## ● **DRIVING LICENCE**

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Driving Licence: B

## ● **CONFERENCES AND SEMINARS**

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### Marketing Summit Hungary 2021

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2nd place in the category "Marketing Manager of the Year".

## ● **COMMUNICATION AND INTERPERSONAL SKILLS**

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Independent decision-making

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Leading character

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Excellent negotiating skills

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Good oral and written communication skills

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## Elek Gipsz

**Nationality:** Hungarian **Date of birth:** 2000. February 15. **Gender:** Male

**Phone number:** (+36) 3985297  **Email address:** [tinypuppydoggo@gmail.com](mailto:tinypuppydoggo@gmail.com)

**Home:** Network sqr. 2. , 1002 Budapest (Hungary)

### EDUCATION AND TRAINING

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#### Diploma

**Budapest University of Technology and Economics** [ 2019 – 2022 ]

Field(s) of study: Software engineer

measurement and control, sensor and intervention systems; electronics, digital systems; computer architecture; operating systems, computer and telecommunication networks; programming paradigms and programming languages; program design and software engineering; database management; knowledge representation; computer systems design, modelling and analysis, IT systems implementation, security; systems and software development, infocommunication systems

#### High school

**Mihály Fazekas High School** [ 2015 – 2019 ]

### WORK EXPERIENCE

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#### Ticket collector on the free beach

I was working as a ticket taker at the Soltvadkert free beach in the summer.

### LANGUAGE SKILLS

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**Mother tongue(s):** Hungarian

#### Other language(s):

##### English

LISTENING B2 READING B2 WRITING B2

SPOKEN INTERACTION B2

##### German

LISTENING C1 WRITING C1 SPOKEN INTERACTION C1

*Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user*

### DIGITAL SKILLS

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Microsoft office (excel, PowerPoint, word) / microsoft world user M / Word Excel user knowledge

### COMMUNICATION AND INTERPERSONAL SKILLS

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Team player

Thorough

Reliable

### DRIVING LICENCE

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Driving Licence: B

FRIENDLY CHARACTER

GOOD MANUAL  
DEXTERITY

GOOD PHISICAL  
HEALTH

CUSTOMER FOCUS

GOOD NEGOTIATION SKILLS

FIRST AID KNOWLEDGE

RELIABILITY

GOOD SPEAKING SKILLS

TOLERATING  
MONOTONOUS WORK

HIGH DEGREE  
OF ATTENTION

HIGH LOAD CAPACITY  
AT WORK

CAN MAKE DECISIONS  
INDEPENDENTLY

PRECISION-ACCURACY

CAN ASSESS SITUATIONS

GOOD PERSUASIVENESS

STRONG VERBAL  
AND WRITTEN  
COMMUNICATION  
SKILLS



CREATIVITY



MUSICAL SKILLS



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HAIRDRESSER



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WAITER



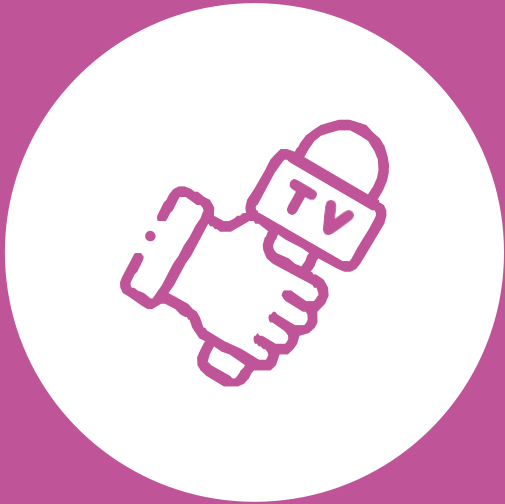
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TAILOR



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KINDERGARTEN  
TEACHER



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JOURNALIST



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MARKETING  
MANAGER



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SECRETARY



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CAR  
MECHANIC





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SWIMMING  
INSTRUCTOR



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LAWYER