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The ERASMUS+ Programme

„Stop being couch potatoes! Developing social
and entrepreneurial skills for Neets”

Project number 2018-1-SK-01-KA204-046335



Workshop scenario

General information about the workshop

Create a resume

Name of Entrepreneurial Competence	Matching one's own competences with a job offer
Name of the workshop	Create your resume
Learning Objectives	<ul style="list-style-type: none"> • To know what a resume is. • To be able to create an effective and impressive resume for a job position.
Duration	4h 30 minutes
Didactic materials needed	<ul style="list-style-type: none"> • Paper and pens • Computers with text processor • Computer or laptop with Internet access
Innovative approach	Participants will apply a "hands-on learning" or "learning-by-doing" methodology, and will use a computer to create their own resume.
Learning results/outcomes	<ul style="list-style-type: none"> • Match one's own capabilities, competencies and preferences with a certain job offer. • Know what a resume is, and become aware of its importance. • Write their own resume. • Be able to critically analyze a resume in order to improve it. • Identify how the job application must be sent.
Attachments listed	N/A



Agenda of the workshop

1. Introduction
2. Job position selection
3. Resume
4. Create your resume
5. Send it!
6. Evaluation and closing



Description of the activities

Activity 1	Introduction to the workshop
Didactic materials needed	<ul style="list-style-type: none"> • None
Type of activity	Lesson

Description

The trainer will welcome the participants and will explain the scope, objectives and rules of the workshop

Activity 2	Job position selection
Didactic materials needed	<ul style="list-style-type: none"> • Examples of real job offers adapted to the participants' interest. • Computer or laptop with Internet access
Type of activity	Individual work and discussion

Description

The trainer will present some job offer descriptions (if possible, real examples) adapted to the participants' interest. S/he can either bring them printed on paper or look for them in any job portal (such as Infojobs).

Each participant will choose one, according to his/her knowledge, skills, attitudes, capabilities and preferences, and will explain the reasons for this election to the others.

Then the participants will use the Internet to get some general information from the company that offers the job and will briefly explain it to the others.



Activity 3	Resume
Didactic materials needed	<ul style="list-style-type: none"> • Examples of real resumes.
Type of activity	Brainstorming, discussion, lesson and group activity

Description

The trainer will run a brainstorming about what is a resume and the most important aspects to take into account when creating it.

The trainer will comment on the parts of a resume (contact information, personal information, education, work experience, volunteer experience, languages, other skills, personal interests). Then she will show examples of real (nameless) resumes so that participants are able to identify the most important points and the key errors to avoid.

Activity 4	Create your resume
Didactic materials needed	<ul style="list-style-type: none"> • Computers with text processor • Computer or laptop with Internet access
Type of activity	Individual work, work in pairs

Description

Each participant will use Internet to get some sample or template of resume, and then s/he will adapt it to her/himself using a text processor. After that, working in pairs, they will exchange their resumes and each one of them will comment the two best things and two aspects to improve in the colleague's resume.

The trainer will make sure that all the comments are constructive criticisms and are given and received with the aim of improving the resume.



Activity 5	Send it!
Didactic materials needed	<ul style="list-style-type: none">• Computer or laptop with Internet access
Type of activity	Individual work

Description

Each participant will use the Internet to gather information and find out if the resume to apply for the job must be sent by email, uploaded to the company website or to a job board.

Activity 6	Evaluation and closing
Didactic materials needed	<ul style="list-style-type: none">• pens and questionnaires
Type of activity	Individual evaluation on paper

Description

Participants are given the questionnaires and pens, and time to fill it in.

The trainer will make sure that they feel comfortable to answer freely and sincerely.