1. Key Structure of a Resume Writing a resume

Contact Information: Name, phone number, professional email (not *cool_boy2009@gmail.com*!), and Linked in profile.

1. **Summary / Objective:** A 2-3 sentence "hook" about who you are and what you want.
2. **Education:** School name, years of study, and any relevant achievements (GPA, awards).
3. **Experience (even if it's volunteer work):** Projects, summer jobs, or helping at school events.
4. **Skills:** Hard skills (computer programs, languages) and Soft skills (teamwork, communication).

2. Useful Vocabulary: "Action Verbs"

Щоб резюме виглядало професійно, замість фрази "I was a leader", краще використовувати сильні дієслова:

- **Organized** (організував) — *Organized a school charity fair.*
- **Assisted** (допомагав) — *Assisted in managing the school library.*
- **Created** (створив) — *Created a social media page for the football club.*
- **Improved** (покращив) — *Improved my English level to B2.*
- **Participated** (брав участь) — *Participated in the National Math Olympiad.*

3. Sample Resume Content (Приклад):

Alex Smith

Objective: Enthusiastic 10th-grade student with strong communication skills seeking a part-time volunteer position at a local animal shelter.

Education:

- Kyiv Secondary School No. 155 (2015 – Present)
- Relevant coursework: Biology, English (Advanced).

Skills:

- Languages: Ukrainian (Native), English (Upper-Intermediate).
- Tech: Proficient in Canva, Google Docs, and Zoom.
- Soft Skills: Reliable, fast learner, and great at teamwork.

Achievements:

- Winner of the school "Young Scientist" competition (2025).

4. Writing Tips: Do's and Don'ts

таблиця "Правил гарного резюме":

Do ✅	**Don’t ❌**
Use a professional font (Arial, Calibri).	Don't use too many colors or emojis.
Check for spelling mistakes (use Grammarly).	Don't write 5 pages (1 page is enough).
Focus on achievements, not just duties.	Don't lie about your skills.
Use bullet points for readability.	Don't include private info like your home address.

5. Classroom Activity: "The Peer Review"

1. Потрібно написати чернетку резюме для своєї "роботи мрії" (наприклад, блогер, дизайнер або волонтер).
2. Чек-лист (Checklist):
    - Is the email professional?
    - Are there action verbs?
    - Is the formatting clean?