

First Resume - Evidence Planner and One-Page Draft

NAME _____ DATE _____ PERIOD _____

Page 1 - See One: A Fictional Middle-School Resume

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Target: Student Media Lab Helper - classroom practice scenario

Education

Bowie Middle School | Expected completion: 2027

Skills

- Visual communication: planned two original event flyers and revised the hierarchy after feedback.
- Organization: tracked team materials and deadlines during a four-day design challenge.
- Audio planning: wrote clear interview questions and a transcript plan for a class podcast.

Projects, Activities, and Service

- **Career and College Explorations Project:** Created an original visual concept for a fictional audience; tested the concept with one viewer and revised the font size.
- **Library Volunteer Scenario:** Sorted materials, explained directions, and recorded what the learner needed next.

WHY THIS MODEL WORKS

NOTICE	EVIDENCE IN THE MODEL
Safe header	name, city/state, and school only; no private contact data
Standard headings	Education, Skills, Projects/Activities/Service
Specific bullets	action + task + evidence or purpose
Truthful boundary	the target and examples are labeled as classroom practice

REPAIR A TEACHER-CREATED WEAK SAMPLE

Skills: Can use a computer. This is too broad. What **action**, **task**, and **evidence or purpose** are missing?

PRIVACY CHECK

Keep these off the classroom résumé: home address, personal phone/email, birth date, ID numbers, photo, family information, and reference contacts.

Word bank: heading/encabezado · evidence/evidencia · project/proyecto · responsibility/responsabilidad

Action verbs: created · planned · organized · revised · explained · tracked · tested

Page 2 - Plan Your Evidence

Start with one entry from your **CCE Six-Weeks Evidence Log** if you have it, or use another true school, project, activity, service, or responsibility example. The log is a source, not another submission. Paid work is not required. If you need a privacy-safe alternate, use Jordan's fictional scenario and label it **practice**.

Safe display name: _____ **City/state or school only:** _____

Target opportunity or skill area:

EDUCATION AND RELEVANT LEARNING

School/program: _____ Expected completion year: _____

Two relevant classes, projects, or learning experiences:

BUILD THREE EVIDENCE BULLETS

Skill 1: _____ **Action + task + evidence/purpose:**

Skill 2: _____ **Action + task + evidence/purpose:**

Skill 3: _____ **Action + task + evidence/purpose:**

Page 3 - Assemble the One-Page Resume

City/state or school only:

Target:

Education

Skills

Projects, Activities, Service, or Responsibilities

Assembly check

- ☐ standard headings and readable font; [] true, specific evidence; [] consistent details;
- ☐ no sensitive data; [] no invented title, tool, award, hours, result, or experience.