

รายวิชา ภาษาอังกฤษ

รหัสวิชา อ23102 ชั้นมัธยมศึกษาปีที่ 3

เรื่อง Resume Tips

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ครูวัลลภ
ศรีสวัสดิ์
ใจหมั่น



Resume Tips

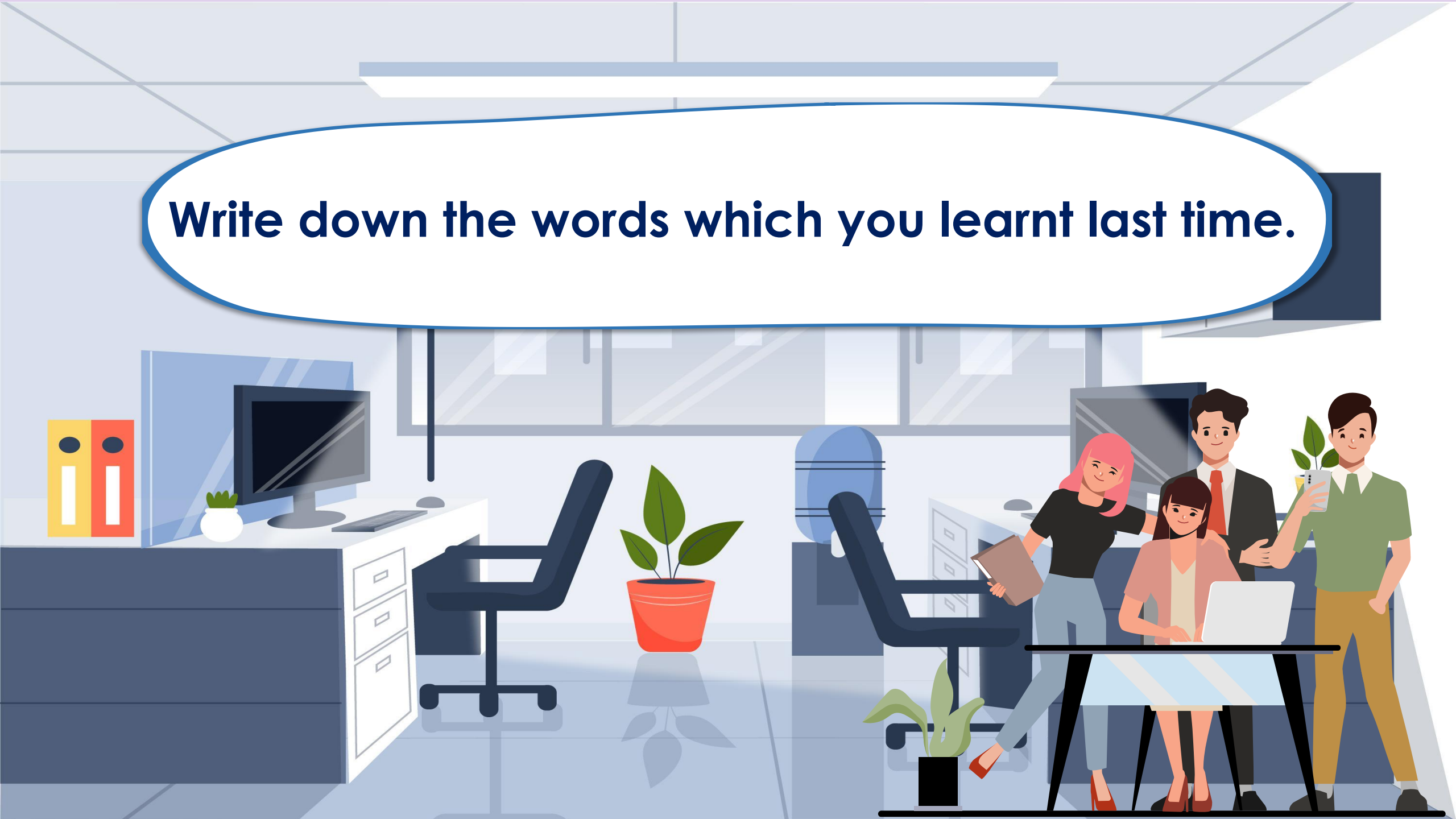


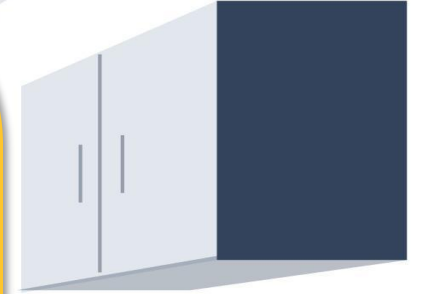
จุดประสงค์การเรียนรู้

1. นักเรียนสามารถเลือกคำศัพท์ที่จะใช้ใน resume มาเติมในบทความได้
2. นักเรียนสามารถเขียน resume โดยใช้หลักวิธีการเขียน resume ที่ครูกำหนดให้ได้



Write down the words which you learnt last time.





APPLICATION FORM FOR EMPLOYMENT

Position applied for Expected Salary

Personal Information

Title: (Mr. / Mrs. / Ms.)

First nameFamily name

Age Date of Birth Telephone Number

Education.....

Special interest.....

Address.....

.....

Computer Skills: Excellent Good Fair Poor

English Skills Excellent Good Fair Poor

(.....)

Signature



Vocabulary



traditional (adj.)

Following or belonging to the ways of behaving or beliefs that have been established for a long time:

Example

the traditional politeness of Japanese culture

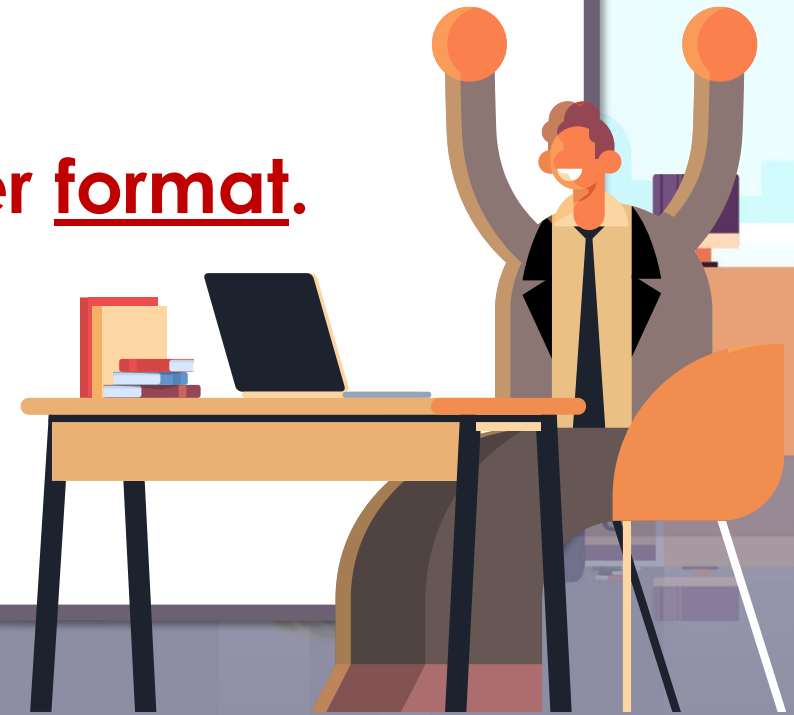


format (n.)

the size, design, materials, etc. used for a document, book, photo, etc.:

Example

Documents must be submitted in paper format.



specific (adj.)

relating to one thing and not others; particular:

Example

The report makes specific recommendations..



quantify (v.)

to measure the size or amount of something and express it as a number:

Example

He said it was too early to quantify the total financial impact of the hurricanes.



relevant (adj.)

related to a subject or to something happening or being discussed:

Example

We turned over relevant documents to the investigating team.



position (n.)

A position in a company or organization is also a job.

Example

He applied for the position of marketing manager.



chronological (adj.)

following the order in which a series of events happened:

Example

Give me the dates in chronological order.



customize (v.)

to make or change something according to the buyer's or user's needs

Example

Employees can customize the software to suit their needs.



accomplishment (n.)

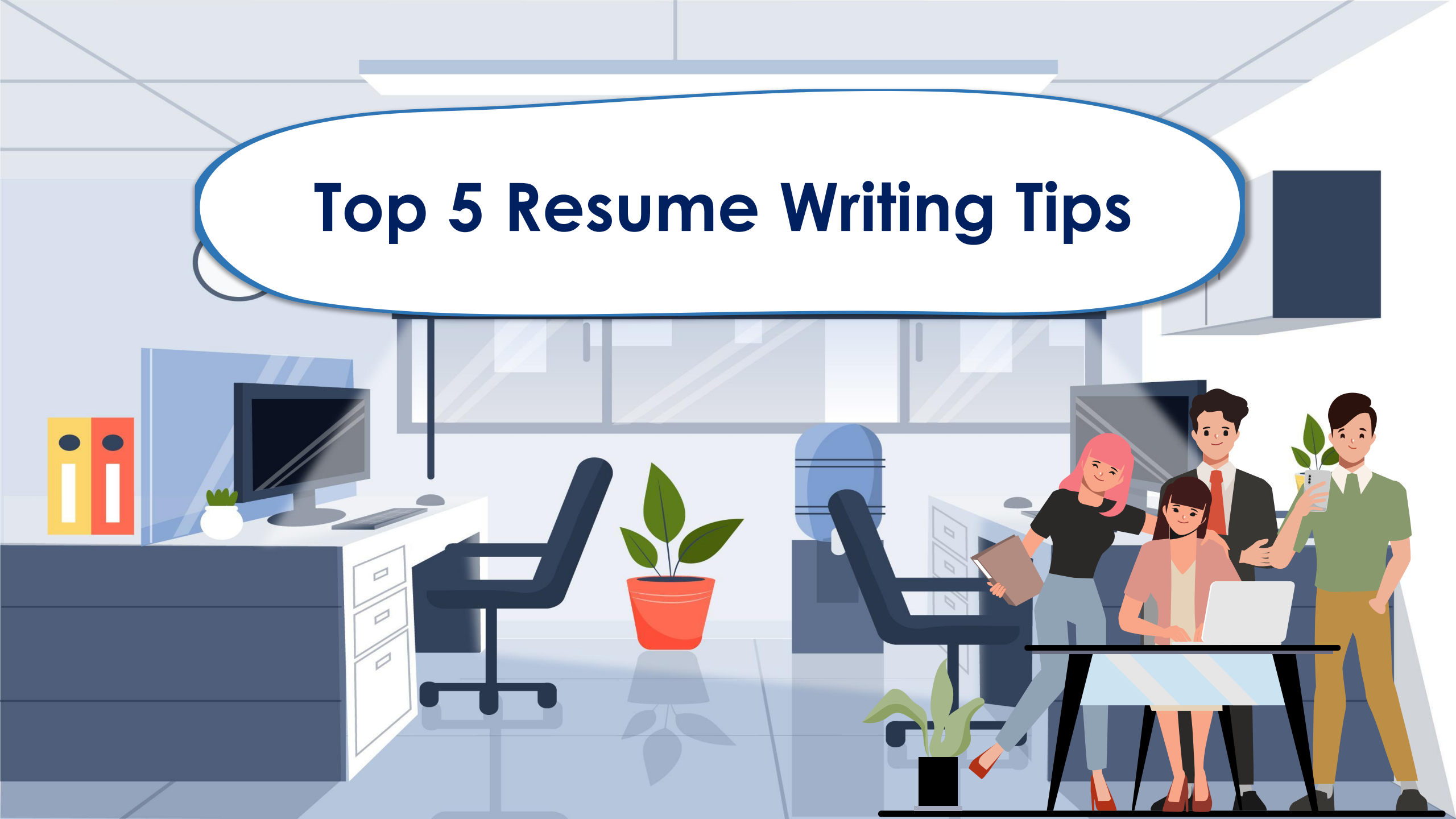
something that is successful, or that is achieved after a lot of work or effort:

Example

Her family is proud of her academic accomplishments.



Top 5 Resume Writing Tips



ใบงานที่ 1

Instructions: Read and complete the **Top 5 Resume Writing Tips** with the words given in the box.

traditional format quantify
specific position relevant
accomplishment chronological
customize



Top 5 Resume Writing Tips

1. The layout and format is important.

Select a traditional font that is easy to read and use black type against white paper.



Top 5 Resume Writing Tips

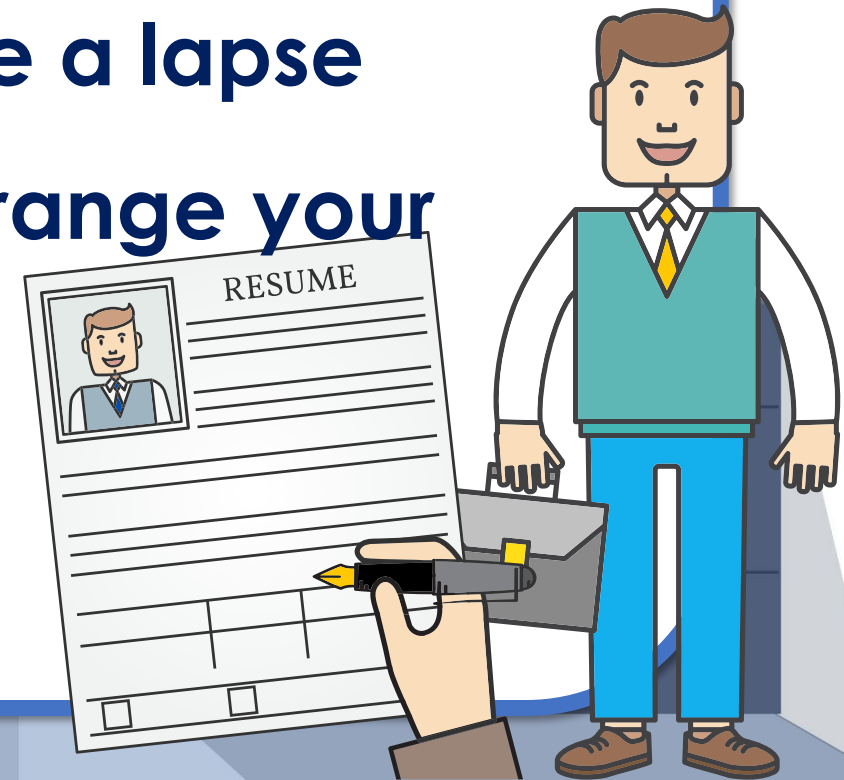
2. You have 15-20 seconds to shine.

Highlight your key accomplishment and most relevant skills within the top half of your resume, preferably using bullets.



Top 5 Resume Writing Tips

3. List your experience in reverse chronological format. List your present or most recent job first, working backwards unless you have a lapse in employment. In that case, re-arrange your employment history to reflect work relevancy instead.



Top 5 Resume Writing Tips

4. customize your resume to each position.

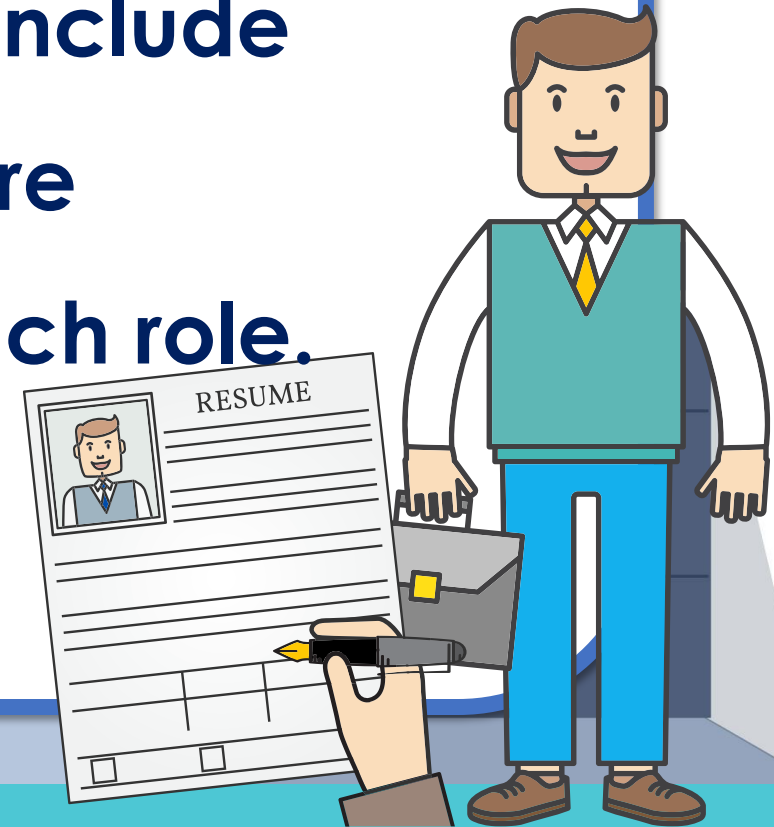
In your summary statement, immediately state the position to which you are applying for and tailor your resume to reflect your experience for the position accordingly.



Top 5 Resume Writing Tips

5. Quantify your accomplishments.

Identify appropriate metrics and include professional achievements that are value-added and specific to each role.



ใบงานที่ 2

Instructions: Read the **Top 5 Resume Writing Tips** and write your own resume.



ใบงานที่ 2

MY PERFECT RESUME



Top 5 Resume Writing Tips

1. The layout and format is important.

Select a traditional font that is easy to read and use black type against white paper.



Top 5 Resume Writing Tips

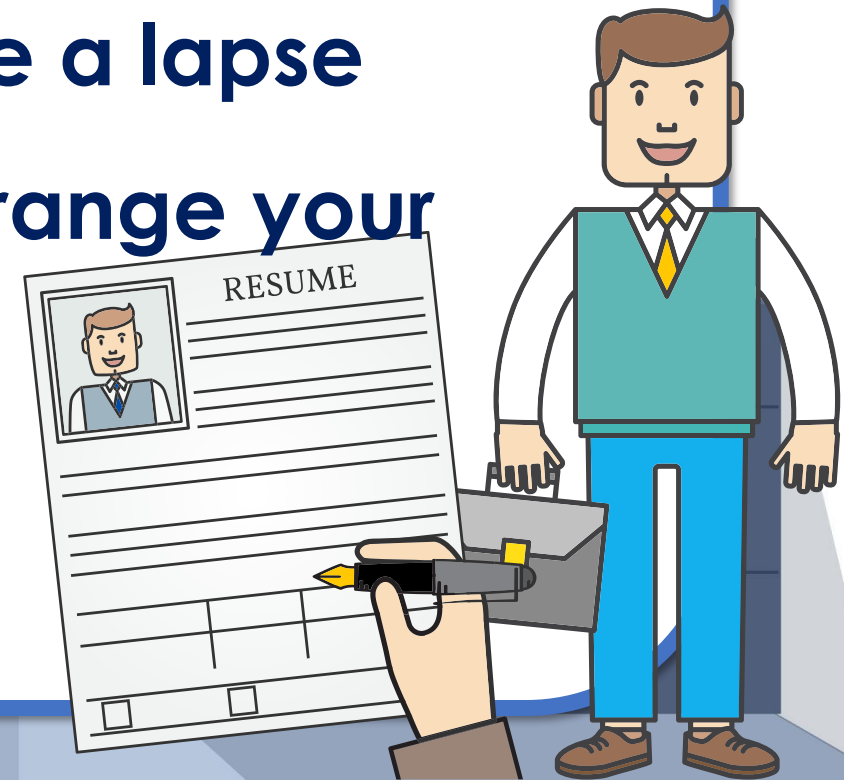
2. You have 15-20 seconds to shine.

Highlight your key accomplishment and most relevant skills within the top half of your resume, preferably using bullets.



Top 5 Resume Writing Tips

3. List your experience in reverse chronological format. List your present or most recent job first, working backwards unless you have a lapse in employment. In that case, re-arrange your employment history to reflect work relevancy instead.



Top 5 Resume Writing Tips

4. customize your resume to each position.

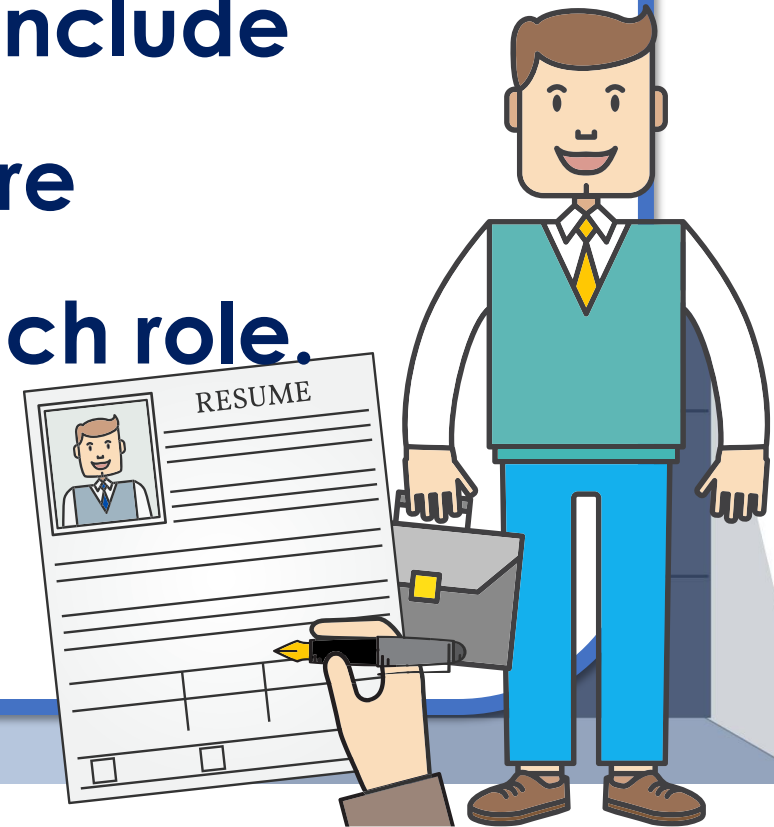
In your summary statement, immediately state the position to which you are applying for and tailor your resume to reflect your experience for the position accordingly.



Top 5 Resume Writing Tips

5. Quantify your accomplishments.

Identify appropriate metrics and include professional achievements that are value-added and specific to each role.



Tell me the Top 5 Resume Writing Tips



บทเรียนครั้งต่อไป

เรื่อง Job Application





สิ่งที่จะต้องเตรียม ใบงานเรื่อง

Job Application

สามารถดาวน์โหลดใบความรู้และใบงานได้ที่

www.dltv.ac.th

