

Appendix 6H: Scaffolding Tasks for Step 7: Pro forma Resume

Supplement for Chapter 6 from Language for Specific Purposes: Trends in Curriculum Development, edited by Mary K. Long. Washington, DC: Georgetown University Press, 2017.

Directions: To help you create your own resume (step 7 in the Project), answer the following questions about the resume included in the sample.

1. How long is the resume?
2. How many sections does it include?
3. What dates did the person include in the resume?
4. What are the main sections in the resume?
5. What information is included in the main sections?
6. What are the sub-sections?
7. What information is included in the sub-sections?
8. How well did the person relate the information in the resume to the job requirements?
Did he/she address main qualifications, knowledge, and experiences?

9. Additional comments about the layout and the format of the resume:
 - a. What creative information is included in the resume?
 - b. Is the format appealing? Does the resume stand out?
