

◇ Chapter 25
Think About Your Career

Enrichment Activities

STARTING A BUSINESS

Most businesses begin — and succeed — because they fill a specific need for a group of people. For example, Nathan, a cook, noticed that many employees at a clinic in his neighborhood traveled several blocks away to eat lunch. This gave him the idea to open a lunch cart that sold homemade soup and sandwiches outside the clinic. A year later, Nathan moved into a small storefront across the street from the clinic. He now serves pastries and coffee in the morning, along with take-out lunches and prepackaged, take-home dinners.

Directions: Describe a small business you could start that would fill the needs of the following groups in your community. Just this once, money is no object!

1. Local high school students complain about having nothing to do on the weekends. The only entertainment establishments in the area are a movie theater and a roller rink.

2. Your community has several nice playgrounds for young children. However, preschool children need exercise even when the weather is cold and rainy.

3. Children at a local middle school are allowed to go home for lunch or eat in the restaurants around their school. However, the only eating establishments are fast-food places.

4. Many senior citizens in your community are confined to their homes because of illness, disability, or poor weather. They have difficulty getting food and running errands.

Designing Your Own Business

Design a creative small business that will address a specific need in your community.

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WRITING YOUR RESUME

A resume is a concise summary of a person's educational and work experience and qualifications for a particular job. Some potential employers require a resume for job consideration. Even when they don't, presenting a professional, carefully constructed resume can make the difference in getting the job you want. A basic resume includes:

- **Complete Name, Address, and Phone Number.**
- **Objective.** The kind of job you are seeking. This is optional.
- **Work Experience.** Start with the most recent, and include unpaid and volunteer work. Also include dates of employment. Include a description of your duties if it shows you are particularly well-suited for the job you are applying for.
- **Education.** List the schools you have attended as far back as high school, including your current school and graduation dates. List any additional training or special courses you have taken.
- **Organizations, Activities, and Honors.**
- **Special Skills and Abilities.** Include those related to your job objective.
- **References.** Keep a list of three or four references handy in case you are asked for them. They should be completed and up to date, with name, title, address, and phone number. Choose people who you believe have a good opinion of you and who know your strengths. Ask them ahead of time for permission to use them as references. That way they will be prepared and willing to give you a good recommendation over the phone or in writing.

Joseph Bernstein 1401 Garden Street #16 New York, NY 10015 (212) 555-0166	
Objective:	Entry-level position in hotel or restaurant management.
Work Experience:	<i>Cleaning Assistant</i> — Professional Cleaning Service, August 1996–Present. <i>Waitperson</i> — Jacques Café, July 1995–August 1996. <i>Volunteer</i> — Meals for the Elderly, May–August 1996. <i>Food Service Worker</i> — Central High School, August 1995–May 1996.
Education:	Central High School, New York, New York. Graduated June 1996. Academic courses with electives in Food Science, Home Management, and Business Management.
Activities and Honors:	Member of FHA/HERO, yearbook staff, and soccer team.
References:	Available upon request.

Focus In
How can you use the information in this lesson to put your best foot forward? Make a list of your special skills. Then create a resume or update the one you have. If you create your resume on a computer, you can update it whenever you wish.

When writing a resume, remember that the potential employer may have little else upon which to judge you. Make a good impression on paper by making sure the resume is error-free. Read it, reread it, and have someone else proofread it. Type or print out your resume on clean, white paper. If you don't type, have someone type your resume for you. It should be no more than one or two pages long. A resume may be included with any application forms that you fill out. You can also send it along with a letter of application when you inquire about job possibilities.