





Strut your stuff.

BRAINSTORM RESUME SKILLS WITH TALLO



Lesson agenda

- 01 WARM UP: SKILL BRAINSTORM
- 02 THE TALLO PORTFOLIO
- 03 FILLING OUT YOUR PROFILE
- 04 RESUME DOWNLOAD
- 05 QUESTIONS



Warm up: Skill brainstorm

PART ONE DIRECTIONS

- 01 Think about what makes someone a good employee.
- 02 Take two minutes and jot down as many adjectives that describe a good employee.
- 03 List as many as possible!

Example: Dependable, Creative....

Warm up: Skill brainstorm

PART TWO DIRECTIONS: SHARE!

01 Share your adjectives!

Take note of repeats that come up. If your classmates share examples you didn't think of, write them down if you'd like. The goal is to have a big list.

03 Try to have at least 5 adjectives written down.

Creative
Dependable
Funny
Kind
Responsible
Honest

Warm up: Skill brainstorm

PART THREE DIRECTIONS: APPLY!

- 01 Look at your list and see which adjectives apply to you!
- 02 Circle at least three adjectives that you think best capture you. If there are more than three, circle more!
- 03 Share your top three adjectives with everyone!

Creative

Dependable

Funny

Kind

Responsible

Honest

Debrief...

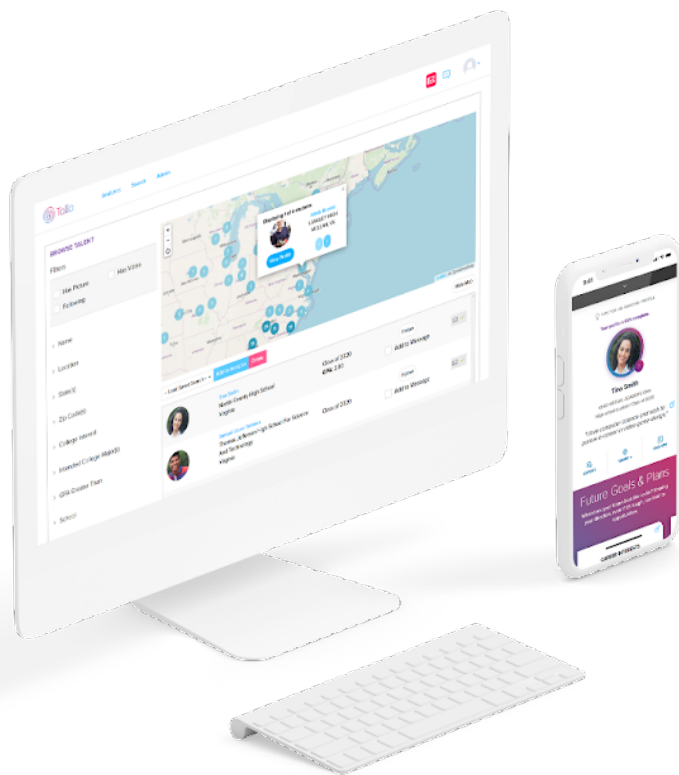
- Your unique skills are important to showcase to future employers and colleges!
- Through this activity, you determined some adjectives that describe aspects of you.
- You yourself discussed how strong workers have these skills, so show them off!! You are a strong worker and have desirable traits.
- Keep your adjectives in mind as you fill how your Tallo profile.



So, what is Tallo?

Starting at the age of 13, students like you can create a **digital portfolio** on Tallo to showcase what you do in and out of school. You can add things like clubs, sports, and academic accomplishments. This can be downloaded into a resume!

From there, Tallo can **connect you to opportunities** based on your interests and future goals- like scholarships, internships, and virtual career events!



WHY USE TALLO?

STAY ORGANIZED & SHOW OFF

Keep track of your activities, accomplishments, awards, coursework, and more. You can add videos, publications, class projects—you name it.

MATCH WITH SCHOLARSHIPS

Match up with billions in financial aid through scholarship matching engine **Red Kite**.

GET DISCOVERED

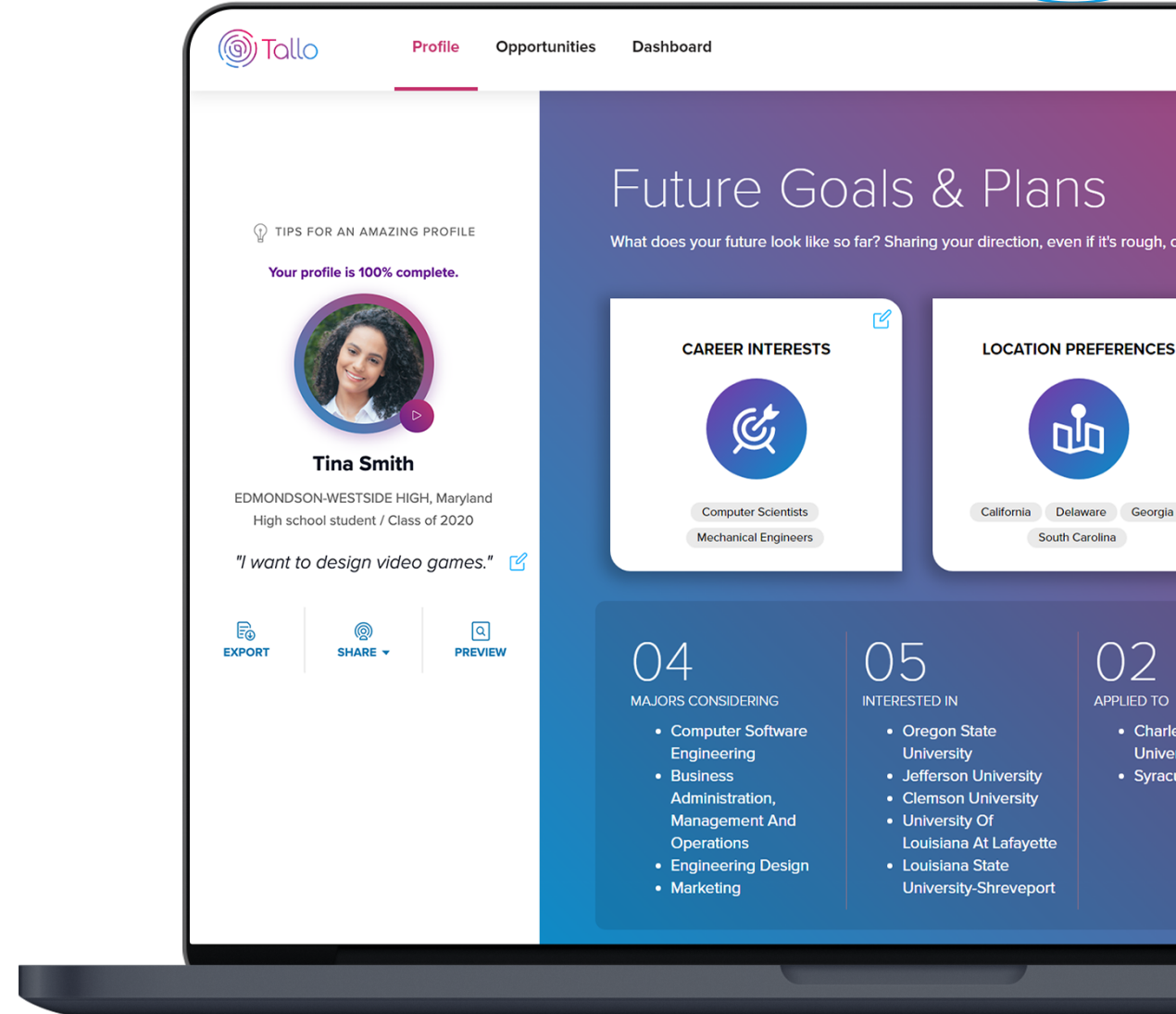
Instantly share your digital profile with **colleges and companies** and get seen by recruiters looking for next gen talent.

The digital portfolio

SHOWCASE WHAT YOU'VE DONE

Build a digital profile that showcases your unique background.

- Digital badges
- Extracurriculars and hobbies
- Memberships and accomplishments
- Work experience
- Education
- Courses
- Test scores
- Files



Filling out your profile

- When you fill out your Tallo profile, you can explain your experiences and show off some of your skills.
- Use this as an opportunity to strut your stuff. Use action words, like your adjectives from before, to describe your role.
- How can you communicate that you have these skills through your description?
- Take 5-10 minutes to go through your Tallo profile, and add to/adjust your entries

Memberships, Extracurricular Activities, and Hobbies

9 entries



Future Business Leaders of America - Phi Beta Lambda (FBLA - PBL)

September 2020 - Present

Category

Organization or Club

Frequency

3 hours weekly

Skill used

Responsibility

- I currently serve as our chapter's secretary. As it is a new chapter, I am one of the founding members.
- I maintain detailed meeting minutes and oversee correspondence.
- I collaborated with the other members to plan fundraising activities. I drafted our activity proposals to submit for approval from school administration. These proposals were later posted on the school website during our week of activities.
- I have attended leadership conferences and regularly assist the president during meetings.
- I understand how to communicate professionally with officials.
- I have learned how to network and advertise events.
- I developed the ability to find creative ways to fundraise and produce engaging activities in the face of uncertainty.

Model United Nations

August 2020 - Present

Category

Organization or Club

Frequency

1 hours weekly

Skill used

Problem-Solving

- I research and discuss world topics from the perspective of various countries, developing a better sense of global awareness.
- I represent my school in regional conferences.
- I have developed a better sense of global awareness.
- I gained public speaking experience.
- I understand how to collaborate and reach compromises with representatives of different perspectives.

Student Government

August 2020 - Present

Category

Organization or Club

Frequency

Skill used

Leadership

- I regularly attend and participate in the Student Council classroom activities, planning Homecoming, Rebound Week, Holiday activities, and more events to lift student morale.
- I collaborate with other class representatives to plan Freshman class meetings, addressing upcoming concerns and school events.
- I am currently working on my co-initiated diversity awareness project entitled, "Perspectives from Around the World: Many Cultures, One Human Race." I work with another student to create engaging videos featuring a variety of countries and their cultures from around the world that all of

Download into resume

When you finish showcasing your skills and involvement, you can download the Tallo profile into a beginner level resume!

TO DOWNLOAD:

1. Log into your Tallo profile
2. Go to the bottom right hand corner
3. Select download
4. In the pop up, decide if you want to download your profile as a PDF or a word document
5. Click download

The image shows a screenshot of the Tallo website interface. At the top, there is a navigation bar with the Tallo logo and links for Profile, Community, Jobs, Opportunities, and Dashboard. The 'Profile' link is highlighted. Below the navigation bar, the user's profile is displayed. It includes a profile picture of a man, a status bar indicating 'Your profile is 100% complete.', and a bio section for Dennis Tomlinson, a student at Blue High School in Alexandria, VA. There are buttons for 'Add an introduction video', 'EDIT STATUS', and 'EDIT LOCATION'. A quote from the user is also visible. At the bottom of the profile section, there is a box containing three buttons: 'DOWNLOAD', 'SHARE', and 'PREVIEW'. A purple arrow points from the 'DOWNLOAD' button in this box to the 'Download Profile' modal that is open on the right side of the screen. The modal has a title 'Download Profile' and a close button. It contains two sections: 'Which format?' with radio buttons for 'PDF Document (.pdf)' (selected) and 'Microsoft Word (.docx)'; and 'Include your profile picture?' with a 'YES' toggle (selected). There is also a section for 'Include your contact information?' with a 'NO' toggle. At the bottom of the modal are 'DOWNLOAD' and 'CANCEL' buttons.

Download into resume

- Your downloaded resume is ready to use!
- Attach your resume to all types of applications, like jobs, internships, and scholarships
- You can redownload your resume at any time
- It's always important to keep your resume up to date
- Want to redesign the format of your resume? Make sure to select to download your resume as a Word document



Dennis Tomlinson

Arlington, VA

I like working with my hands and learning more about electronics. I would like to become a software engineer.

Memberships, Extracurricular Activities, and Hobbies

MidAmerica Job Shadow Day | *Computers & Technology* | Jun 2020 - Jun 2020

- During Job Shadow Day I was able to meet industry leaders at the MidAmerica Industrial Park and get hands-on experience in engineering.
- I learned that QA is super important.

VEX Robotics - REC Foundation | *Organization or Club* | 2019 - Present

Technology Student Association | *Organization or Club* | Aug 2018 - May 2019

- I am an active member that has helped me to develop skills in science, technology, engineering, and mathematics as well as business education.
- I've learned more about the different ways I can grow as a professional in the STEM field.

High School Varsity Soccer | *Other* | Aug 2018 - Nov 2018

- I have played left midfielder and stopper since 2018.
- I've learned to continue to work hard through adversity and to be a good sport, even when losing.

AFA Cyberpatriot | *Other* | Oct 2017 - Present

- I have been a member of the cybersecurity club, Cyberpatriot, since 2017. In this club we complete coding missions and attend conferences and competitions.
- I've learned how to compete with my team to win competitions.

Youth In Government | *Other* | Aug 2017 - Present

- I have attended the yearly YIG Model Legislature Conference to represent my school since 2017. Our club meets bi-weekly to practice for the YIG Judicial Competition and complete community service activities.
- I've learned that giving back to the community is an excellent way to help build up others around you.

Work Experience and Responsibilities

Thomas Jefferson High School | *Technology Assistant* | Oct 2019 - Present



Questions? Reach out at teach@tallo.com