Functional Resume/Bridges
8th grade
November/December

ASCA Standards: C:A2 Develop Employment Readiness, C:B1 Acquire Career Information, C:B2 Identify Career Goals

Purpose
This lesson will give students the opportunity to complete a resume and upload it to Bridges Portfolio so they can access it at home. Students will be asked to make goals so they can be qualified for a first job they would like to have. (This lesson isn't just about getting a job…it is a way for students to start thinking about purposefully gaining new experiences).

Materials needed
- Computer lab to access electronic copy of resume or paper copy of the resume.
- Directions for uploading to Bridges
- Functional Resume Packet

Lesson: Start by having the students access the Functional Resume. Using the "Functional Resume Packet" discuss "personal traits/qualities" and "skills/abilities/talents/accomplishments." Have students fill in the "experiences you have had" section of the resume. Allow time to complete the remainder of the resume.

Next: Discussion of why resumes are important to getting a job.

Next: Hand out directions for uploading the resume to Bridges.com and have the class upload their resumes.