Writing a Resume

Work | **Life**
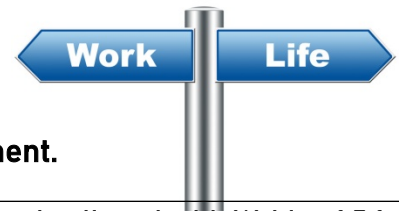
Learning Outcomes: Student will learn to write an effective resume as a tool that will lead to employment.

Alignment with Standards:	**Essential Academic Learning Requirements Grades 9/10 Grade Level Expectations:** This lesson is aligned with Writing 1.5.1 and Educational Technology 1.3.2 and 1.3.3. Students will develop materials in a career-appropriate format. They will locate, analyze, and use information from a national career database.
	Common Core State Standards Grades 11-12: This lesson is aligned with…Production and Distribution of writing 6, Use technology, including the Internet, to produce, publish, and update individual or shared writing products in response to ongoing feedback, including new arguments or information. Vocabulary Acquisition and Use 6, Acquire and use accurately general academic and domain-specific words and phrases, sufficient for reading, writing, speaking, and listening at the college and career readiness level; demonstrate independence in gathering vocabulary knowledge when considering a word or phrase important to comprehension or expression.
	American School Counselor Association National Standards: This lesson is aligned with ASCA Standard C: Students will understand the relationship between personal qualities, education, training and the world of work.C:A2 Develop Employment Readiness C: A2.2 Apply job readiness skills to seek employment opportunities and C: A2.6 Learn how to write a resume.
	21st Century Skills: • **Self-direction:** Systematic and comprehensive planning, Self-instruction, Resources, Effective and sustained effort, Self-monitoring and reflection, Results are valuable • **Digital Communication:** Electronic environments, Media: Awareness of range of media, Conventions and etiquette in media, Design elements, Responsible behavior • **Problem Solving:** Solving the problem

Materials:	• **Teacher Lesson**	• **Copies of hand outs:** *Creating_Electronic_ResumeWOIS, Creating_Electronic_ResumeMS Word, Functionalresumeworksheet, Saving_Electronic_ResumePDF*	• **Computer/Internet Access** • **WOIS Log in** www.wois.org • **Career Ready 101** http://run.careerready101.com/cr-main/login.asp	• **Example Resume handouts** *(if you need hard copy)*

Implementation:	• **Ask** students about their prior knowledge of a resume. *What is it? What is it used for? What does it mean to create an effective resume? How can an effective resume lead to employment?* • **Present** PowerPoint providing them with more background information on resumes & the different formats. **(Open file: Teacher_Intro._to_Resumes_Presentation) ****This presentation contains both* <u>*Lesson 1*</u>*: Introduction to Resumes &* <u>*Lesson 2*</u>*: Resume Formats* • When working through **Lesson 2: Resume Formats** the example resumes in the PowerPoint presentation correspond with the handouts available for you to copy and give to students. **(See files: Resume_Formats_Handout_1, Resume_Formats_Handout_2, Resume_Formats_Handout_3)** • Students will each need a computer for the next part of the lesson.

	• **Using** the **Career Ready 101** website, students will **log in** and go to **KeyTrain Career Skills> The Job Search> Effective Resumes.**
	• **Students** will work through the following self-paced lessons
	    o Selling Yourself in a Resume (self-paced lessons)
	    o Terms to Use in a Resume(self-paced lessons)
	    o Describing Your Job Strengths(self-paced lessons)
	    o Using a Resume Successfully(self-paced lessons)
	• When self-paced lessons are complete, students will choose an option for creating their first resume.
	• <u>Option 1:</u> Log in to **WOIS** & follow instructions for the **Resume Builder.** *(*Use hand out Creating_Electronic_ResumeWOIS)*
	• <u>Option 2:</u> Fill in **Functional Resume Worksheet** as a rough draft & then transfer to **Microsoft Word.** *(*Use hand out Creating_Electronic_ResumeMSWord)*
	• When students have a completed resume, have them practice changing the file to a **.PDF** in case they ever needed to email it to a potential employer. *(*Use hand out Saving_Electronic_Resume_PDF)*
	• When students have completed their **.PDF** they will need to <u>UPLOAD</u> it with their name to the class Moodle site.

Additional Resources:	WOIS: http://www.wois.org/ **Career Ready 101:** http://run.careerready101.com/cr-main/login.asp