



Resumes Part 1 – Writing A Resume

Lesson Summary

Advanced Preparation

Assessment

Formative Assessment:

The student created resume will be reviewed by a peer in class during the second day of instruction, as well as collected and scored by the instructor at the end of the second day of instruction.

Common Core Standards

Grades 8	Grades 9-10	Grades 11-12
<p>CCSS.ELA-LITERACY.W.8.1.B Support claim(s) with logical reasoning and relevant evidence, using accurate, credible sources and demonstrating an understanding of the topic or text.</p> <p>CCSS.ELA-LITERACY.W.8.1.D Establish and maintain a formal style.</p> <p>CCSS.ELA-LITERACY.W.8.2.D Use precise language and domain-specific vocabulary to inform about or explain the topic.</p> <p>CCSS.ELA-LITERACY.W.8.5 With some guidance and support from peers and adults, develop and strengthen writing as needed by planning, revising, editing, rewriting, or trying a new approach, focusing on how well purpose and audience have been addressed.</p>	<p>CCSS.ELA-LITERACY.W.9-10.1.B Develop claim(s) and counterclaims fairly, supplying evidence for each while pointing out the strengths and limitations of both in a manner that anticipates the audience's knowledge level and concerns.</p> <p>CCSS.ELA-LITERACY.W.9-10.1.D Establish and maintain a formal style and objective tone while attending to the norms and conventions of the discipline in which they are writing.</p> <p>CCSS.ELA-LITERACY.W.9-10.2.D Use precise language and domain-specific vocabulary to manage the complexity of the topic.</p> <p>CCSS.ELA-LITERACY.W.9-10.5 Develop & strengthen writing as needed by planning, revising, editing...</p>	<p>CCSS.ELA-LITERACY.W.11-12.1.B Develop claim(s) and counterclaims fairly and thoroughly, supplying the most relevant evidence for each while pointing out the strengths and limitations of both in a manner that anticipates the audience's knowledge level, concerns, values, and possible biases.</p> <p>CCSS.ELA-LITERACY.SL.11-12.1.D Establish and maintain a formal style and objective tone while attending to the norms and conventions of the discipline in which they are writing.</p> <p>CCSS.ELA-LITERACY.SL.11-12.2.D Use precise language, domain-specific vocabulary, and techniques such as metaphor, simile, and analogy to manage the complexity of the topic.</p> <p>CCSS.ELA-LITERACY.SL.11-12.5 Develop & strengthen writing as needed by...</p>

ASCA National Standards (American School Counselor Association)

- C:A2.6** Learn how to write a resume
- C:B1.2** Identify personal skills, interests and abilities and relate them to current career choice
- C:B1.5** Use research and information resources to obtain career information.
- C:B2.1** Demonstrate awareness of the education and training needed to achieve career goals
- C:C2.1** Demonstrate how interests, abilities, and achievement relate to achieving personal, social, and educational and career goals

ASCA Mindset & Behaviors Standards

- B-LS 3.** Use time-management, organizational and study skills.
- B-SS 1** Use effective oral and written communication skills and listening skills.

<p>In this 2-day lesson, students will organize information about themselves that pertain to a resume, generate a high school level resume, and have it peer reviewed. Using CareerVillage, Students will then ask professionals questions regarding what types of skills or experiences may be helpful when applying for a position of the students choosing. (+/-120 min) *Lesson can be lengthened or shortened depending on student level.</p>	<ol style="list-style-type: none"> 1) Copy Writing A Resume Student Notes (1 per student) 2) Copy Example Resumes #1-3 (1 of each per pair of students) 3) Copy Resume Rubric (1 per student) 4) Decide how students will submit their digital work (print out at home, email, Google Classroom, etc.)
Materials	
<ul style="list-style-type: none"> • Screen (to project on) • Projector • Document Camera • Writing A Resume Student Notes • Example Resumes #1-3 • Resume Rubric • Computers (for students to use in class) 	
Learning Objectives	
<p>Students will be able to:</p> <ol style="list-style-type: none"> 1) identify experiences, awards, skills, and references that are appropriate for a resume. 2) create a resume that may help them gain employment as a high school or college age student. 3) identify skills or experiences they may need to acquire in order to be prepared for the position or career of their choosing. 	<p>Instructor should have:</p> <ol style="list-style-type: none"> 1) Read “Educator First Steps” (found in the Getting Started teacher resource) to sign up and create a Cohort/Cohorts. 2) Presented the “What is CareerVillage?” PowerPoint (found in the Getting Started teacher resource) to students to provide a basic understanding of how CareerVillage can assist students. (20 minutes) 3) Provided time/assigned students to create their own accounts on CareerVillage.