



# Resumes Part 2 – Customizing A Resume For A Specific Position

Lesson Summary	Advanced Preparation
<p>In this 2-day lesson, students will customize their resume for a specific job posting, then analyze how successful their resume would be based on their current experiences and skills. Students will do this by finding a job posting that interests them, asking professionals in that field for information as to what a good resume for that position might look like, customize their resume, then evaluate it as compared to the job posting.</p> <p><b>Day 1 &amp; Day 2 for this lesson would be best separated by a day in between to let professionals using CareerVillage respond to student questions.</b> (+/-120 min)</p> <p><b>*Lesson can be lengthened or shortened depending on student level.</b></p>	<ol style="list-style-type: none"> <li>1) Copy <b>Customizing A Resume Student Notes</b> (1 per student)</li> <li>2) Decide <b>how students will submit their digital work</b> (print out at home, email, Google Classroom, etc.)</li> </ol>
Materials	
<ul style="list-style-type: none"> <li>• <b>Screen</b> (to project on)</li> <li>• <b>Projector</b></li> <li>• <b>Document Camera</b></li> <li>• <b>Customizing A Resume Student Notes</b></li> <li>• <b>Computers</b> (for students to use in class)</li> </ul>	
Learning Objectives	Background Knowledge
<p><b>Students will be able to:</b></p> <ol style="list-style-type: none"> <li>1) use basic job search sites to find jobs of interest</li> <li>2) utilize online resources to further their college and career planning</li> <li>3) customize their resume to a job posting</li> <li>4) evaluate if their resume displays the qualifications required for a job posting</li> </ol>	<p><b>Instructor should have:</b></p> <ol style="list-style-type: none"> <li>1) Read <b>“Educator First Steps”</b> (found in the <b>Getting Started</b> teacher resource) to sign up and create a Cohort/Cohorts.</li> <li>2) Presented the <b>“What is CareerVillage?” PowerPoint</b> (found in the <b>Getting Started</b> teacher resource) to students to provide a basic understanding of how CareerVillage can assist students. (20 minutes)</li> <li>3) Provided time/assigned students to create their own accounts on CareerVillage.</li> </ol>

## Assessment

**Formative Assessment:** Instructors can check in with students on a one-on-one basis or by collecting the packet after day 1 making sure to give it back prior to day 2.

**Summative Assessment:**

Instructors can collect and read through “Part 4: Evaluate – Does your resume have what it takes?” of the packet to check for student understanding. Teachers can compare this to the customized resume and job posting to see reasons and evidence made in the students analysis.

**Common Core Standards**

Grades 8	Grades 9-10	Grades 11-12
<p><b>CCSS.ELA-LITERACY.W.8.1 (A, B, C, D)</b> Write arguments to support claims with clear reasons and relevant evidence.</p> <p><b>CCSS.ELA-LITERACY.W.8.2.D</b> Use precise language and domain-specific vocabulary to inform about or explain the topic.</p> <p><b>CCSS.ELA-LITERACY.W.8.4</b> Produce clear and coherent writing in which the development, organization, and style are appropriate to task, purpose, and audience.</p>	<p><b>CCSS.ELA-LITERACY.W.9-10.1.B</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><b>CCSS.ELA-LITERACY.W.9-10.1.D</b> 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><b>CCSS.ELA-LITERACY.W.9-10.2.D</b> Use precise language and domain-specific vocabulary to manage the complexity of the topic.</p> <p><b>CCSS.ELA-LITERACY.W.9-10.4</b> Produce clear and coherent writing in which...is appropriate to task, purpose, and audience.</p>	<p><b>CCSS.ELA-LITERACY.W.11-12.1.B</b> Develop claim(s) and counterclaims fairly and thoroughly, supplying the most relevant evidence for each...in a manner that anticipates the audience’s knowledge level, concerns, values, and possible biases.</p> <p><b>CCSS.ELA-LITERACY.SL.11-12.1.D</b> 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><b>CCSS.ELA-LITERACY.SL.11-12.2.D</b> Use precise language, domain-specific vocabulary, and techniques such as metaphor, simile, and analogy to manage the complexity of the topic.</p> <p><b>CCSS.ELA-LITERACY.W.11-12.4</b> Produce clear and coherent writing in which...</p>

**ASCA National Standards (American School Counselor Association)**

- C:A2.6** Learn how to write a resume
- 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:C2.2** Assess and modify their educational plan to support career.

**ASCA Mindset & Behaviors Standards**

- B-LS 7** Identify long- and short-term academic, career and social/emotional goals.
- B-LS 3.** Use time-management, organizational and study skills.