

## Resume Do's & Don'ts: Juniors

Oct. 3, 2017

	Lessons	Standards
<b>Last Week</b> Sep 25-29	Early Release – No AG (Mon) Goal Setting & Growth Mindset (Tues) Homecoming Kick-off Assembly (Fri)	SEL 2: Social Belonging and Growth Mindset
<b>This Week</b> Oct 2-6	Progress Reports/Homecoming Voting (Mon) <b>Resume Do's &amp; Don'ts</b> (Tues) Homecoming Assembly (Fri - Special Sched)	CRLE
<b>Next Week</b> Oct 9-13	Resume Work Day/ASVAB Schedule (Tues) ASVAB – Special Schedule (Wed) Bus Evacuation (Thurs)	CRLE

**Materials:** Resume Samples (Attached, In your box)

### Procedure:

1. Begin advisory according to personal preference.
2. Take attendance.
3. Read Announcements.
4. **Side Note #1** for an upcoming date: Wednesday, Oct. 11<sup>th</sup> is the day SHS gives the PSAT. This year we are also giving the ASVAB test. Please inform juniors that they can either sign up to take the PSAT or take the ASVAB.
5. **Side Note #2:** The National College Fair is in Portland on Sunday, Oct. 29<sup>th</sup> & Monday, Oct. 30<sup>th</sup> (an early release Monday). Barnabas Wong, wants to make sure any juniors or seniors who would like to attend the college fair have the opportunity to do so. He has created a survey to gage the interest of students. It is simple and quick. Please have your students go to this link and take the survey. It's only a few questions long. I also created a link on the AG website. They can access the link from there as well.  
<https://goo.gl/forms/UFBMrC6QZD4RjchI2>
6. On to **Resumes:** We spent last spring focusing on creating a solid foundation for a resume via the resume worksheet. Many students have completed their resume, but several still need to complete one. Over the next couple of months we will be working on resumes, job applications, & cover letters. We will start with updating and/or writing resumes.
7. Today we will be looking at some common resume writing mistakes.
8. Have students get into groups of 3-4.
9. Handout sample resumes to each group and have students read over the resumes and highlight or mark where they think they see mistakes.
10. Read over the resumes with your class and discuss where they found mistakes and how they could make the resumes better.  
Discussion topics: What is the main purpose of a resume? What might employers think when mistakes are present on a resume or application? How does the look of a resume influence a hiring decision? Can you have too much information on a resume?

11. Tell all students that a rough draft resume is due for next week's AG lesson – Tuesday, Oct. 10th.
12. End advisory according to personal preference.

**Please note:** Students who are just starting may need a few weeks. Please work with them to ensure that they complete a GREAT resume in the next few weeks and record however necessary in your gradebook. Next Tuesday is a short rough draft review and resume work day.