

Juniors
October 18, 2016

Objective(s):

The student will be able to...

1. Identify the main components on a chronological resume and what information goes under those headings.

Materials: PSAT Day Overview, Resume Samples (in your box)

Assignment(s):

Assignment	Standard(s)	Points	Assigned	Due
Resume	CS.CD.05 Demonstrate job-seeking skills	5	10/18/16	10/18/16

Procedure:

1. Begin advisory according to personal preference.
2. Take attendance.
3. Read Announcements.
4. Hand out progress reports.
5. Go over the schedule that will be taking place for tomorrow (see email from Ken Allison) and answer any questions students might have. Notify your students where they should report to in the morning.
6. We spent much of last spring focusing on creating a solid foundation for a resume. Many students have completed one but several still need to complete a resume. Over the next couple of months we will be working on the "Getting the Job" unit. This will start with updating your 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. 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.