

Sophomores
April 11th, 2017

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: Joe Fox Scenario Handout

Assignment(s):

Assignment	Standard(s)	Points	Assigned	Due
Building a Chron. Resume	CS.CD.05 Demonstrate job-seeking skills	5	4/11/17	4/11/17

Procedure:

1. Begin advisory according to personal preference.
2. Take attendance.
3. Read Announcements.
4. We are going to spend the rest of this semester focusing on creating a solid foundation for a resume. You will start this lesson today and finish next Tuesday.
5. Lead a class discussion on resumes. Examples: What are they? Why are they important? Etc.
6. **Day 1:** Some talking points:
 - What is the average time a manager takes to scan a resume? *20 Seconds*
 - What is a Chronological Resume? *A chronological resume lists employment history in reverse order - in other words, your last job should be listed first. Include the name of the company, your job title, and any relevant accomplishments.*
 - What headings should be included on your resume? *Objective, Summary of Qualifications, Education, Work Experience, School and Community Involvement, References (SHOW THE SAMPLE RESUME.)*
7. After your discussion pass out the **Joe Fox Scenario** worksheet and have students read the scenario on the life and times of Joe Fox. When they finish, direct them to underline all of the items that should be included on a chronological resume and identify what sections they would be grouped in.
8. **Day 2:** After students complete the activity, go over their results as a class. I have attached a key to assist in the review process.
9. Instruct students to collect information that should go on their own resume and plan to bring it to class next week. This includes past work experience and contacts, volunteer information, references, etc.
10. End advisory according to personal preference.