

Building a Chronological Resume Lesson 1: Sophomores

April 24, 2018

	Lessons	Standards
Last Week Apr 16-20	Erin's Law (Mon, Tues, Wed, & Fri)	SEL 1: Self-Regulation SEL 2: Social Belonging
This Week Apr 23-27	Class Officer Elections & Voting(Mon) Building a Chronological Resume Lesson 1 (Tues) Grade day – No School (Fri)	SEL 1: Self-Regulation
Next Week Apr 30-May 4	Early Release – No AG (Mon) Building a Chronological Resume Lesson 2 (Tues) Spirit Games Sign-up Assembly	SEL 1: Self-Regulation

Materials: Sample Resume (attached), Joe Fox Scenario (attached)

Procedure:

1. Begin advisory according to personal preference.
2. Take attendance.
3. Read Announcements.
4. **Objective:** Students will be able to identify the main components on a chronological resume and what information goes under those headings.
5. We are going to spend the rest of this semester focusing on creating a solid foundation for a resume and wrapping up the Job Shadow. You will start this lesson today and finish next Tuesday. Although students will not be required to complete a resume, the resume activities and the resume writing packet (handed out next week) will be very valuable for students as they return next year and are required to write their resume as one of their first CRLE requirements. Please motivate students to pay attention to the aspects of a good resume and over the next month, gather all information needed to fill in the packet as fully and accurately as possible. Also, keep the resume packets in their portfolios when they are complete.
6. Lead a class discussion on resumes. Examples: What are they? Why are they important? Etc. (You may choose to project the Sample Resume here or after asking questions)
7. **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.)*
8. 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.
9. After students complete the activity, go over their results as a class. I have attached a key to assist in the review process.
 10. End advisory according to personal preference.