

## Building a Chronological Resume Lesson 2: Sophomores

May 1, 2018

	Lessons	Standards
<b>Last Week</b> Apr 23-27	Class Officer Elections & Voting(Mon) Building a Chronological Resume Lesson 1(Tues) Grade day – No School (Fri)	SEL 1: Self-Regulation
<b>This Week</b> Apr 30-May 4	Early Release – No AG (Mon) <b>Building a Chronological Resume Lesson 2</b> (Tues) Spirit Games Sign-up Assembly	SEL 1: Self-Regulation
<b>Next Week</b> May 7-11	Job Shadow Presentations – Day 1 (Tues)	SEL 1: Self-Regulation CRLE

**Materials:** Resume Writing Packet (In box, attached), Job Shadow Talking Points (attached), Job Shadow CRLE Reflection form (In box, attached)

### Procedure:

1. Begin advisory according to personal preference.
2. Take attendance.
3. Read Announcements.
4. Remind students that next Tuesday is the first round of Job Shadow Presentations. Students will need to make sure all their paperwork is turned in and that a CRLE is filled out and completed as well. A separate CRLE reflection form will be entered as a grade in the AG gradebook. Presentations will be graded on completeness. If students talk about where they went for their job shadow, reflect on the experience, show evidence of their job shadow, and turn in all the appropriate forms, then students will receive a 5 in the gradebook for the presentation. Open the attached Job Shadow Talking Points to give students more guidance on what they should present or share next week. As the AG teacher, you can decide how you would like students to take turns sharing their job shadow experiences.
5. **Objective:** Students will begin filling out the resume writing packet and begin identifying what additional information they will need to find in order to write a resume.
6. Handout the resume writing packet. This packet will help students focus on creating a solid foundation for a resume. Although students will not be required to complete a resume, the resume writing packet 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.
7. At the end of class, instruct students to collect information that should go on their own resume and plan to bring it to class. This includes past work experience and contacts, volunteer information, references, etc.
8. There will be two more resume lessons after the Job Shadow Presentations.
9. End advisory according to personal preference.