Lesson Plan: Resume

Objective: Students will develop a professional resume using their documented academic and extracurricular activities and skills in My Experiences.

ASCA Standards	
B-LS 5.	Media and technology skills to enhance learning
B-LS 7.	Long- and short-term academic, career, and social/emotional goals
B-LS 9.	Decision-making informed by gathering evidence, getting others' perspectives, and recognizing personal bias
B-SMS 5.	Perseverance to achieve long- and short-term goals
College and Career Readiness Anchor Standards	
W.CCR.4	Produce clear and coherent writing in which the development, organization, and style are appropriate to task, purpose, and audience
AVID Standards	
9.OK.BCK.1	Identify personal interests and skills related to future career aspirations
10.OK.BCK.4	Reflect on how academic plans and course completion support progress toward desired career field
11.OK.BCK.1.b)	Refine key personal attributes for academic, social, and financial fit related to career selection
12.OK.BCK.3	Develop skills and attitudes related to career readiness

Lesson Duration

This lesson can be completed in one 45-60 minute class period or broken into several 20- or 30-minute smaller lessons.

Student Materials

- Chromebook/laptop
- Internet access
- How to Use My Experiences Tool tutorial
- Resume Template
  - Instructional tip: The resume template is designed to complement the lesson; it is a fillable PDF that can be used electronically or printed.
- Hard Skills and Soft Skills reference guide

Educator Materials

- View this tutorial for a step-by-step guide to see how your students will navigate CaliforniaColleges.edu in this lesson: How to Use the My Experiences Tool
- Resume Template

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Educator Script/Introduction:

“Today you get to reflect on your strengths and achievements! You will use the My Experiences tool in CaliforniaColleges.edu to review your academic and extracurricular activities and skills in order to create a professional resume. A resume is needed to apply for most jobs.”

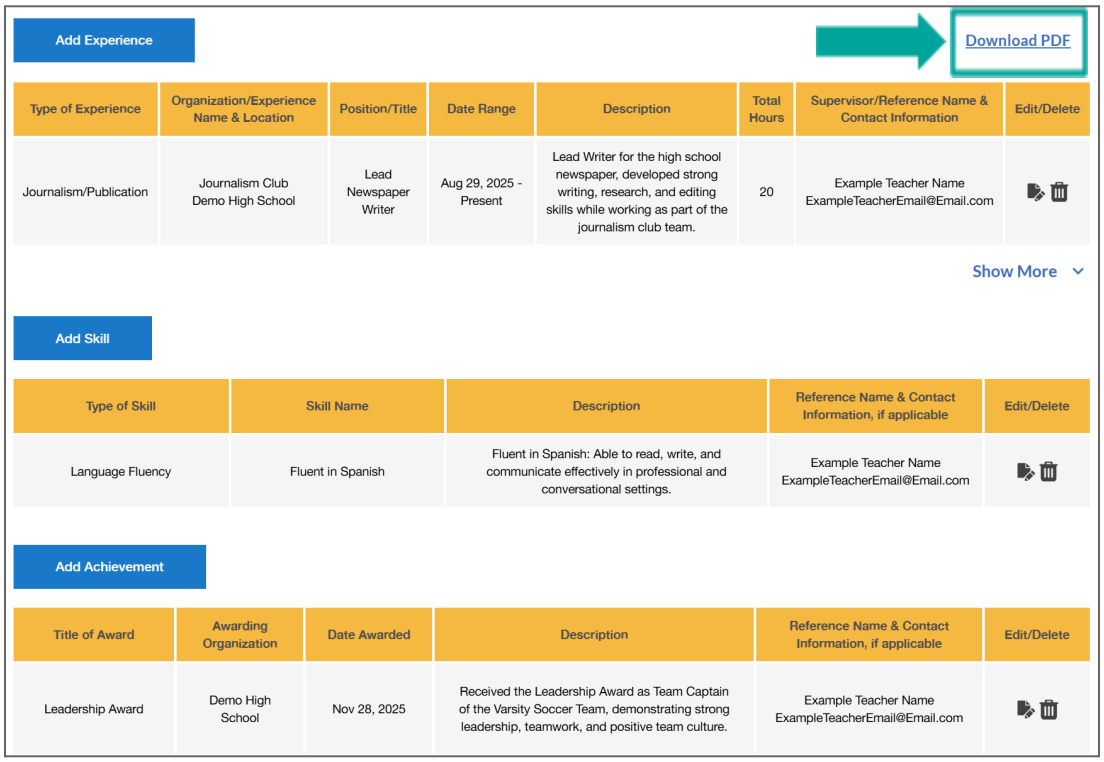
Warm-Up (10 minutes)

— Play the following tutorial or provide the link to students so they can watch it independently: How to Use the My Experiences Tool tutorial.

  ○ Instructional tip: Watching this tutorial as a class enables you to pause as needed in order to ensure every student is on the same step before moving forward with the lesson.

— Instruct students to navigate to **My Plan** at the top of the page and click **My Experiences**.

— Direct students to review their **Experiences**, **Skills**, and **Achievements**. Encourage students to click **Download PDF** to see all of their entries. Students may print this PDF if printing is an option at your site.



  ○ Instructional tips: Consider asking students to share, in pairs or small groups, the academic and extracurricular activities that are the most significant or important additions to their resume.

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Resume (30 minutes)

- Provide students with the Resume Template.
    - Instructional tip: This resume template is one of many options for students. Consider encouraging students to seek out a template that suits their needs/styles. There are free resume templates in Google's template gallery and Microsoft's business templates.
- Direct students to type in their first and last name on the resume template: **[Full Name]**.
- Instruct students to fill in the **Contact Information** section of the resume template with their phone number and email address.
- Students will write a three- to four-sentence **Summary**.
    - Instructional tip: Students who have a job or internship in mind may want to tailor their writing for that purpose; however, students who do not have a job in mind will write a summary that highlights their strengths.
- Direct students to fill in **Education** according to their current status (freshman, sophomore, junior, or senior) and high school.
    - Instructional tip: It is optional for students to include their GPA in this section.
- Students will add their **Experience**: job title/role, organization and location, date range, and description of role/responsibility. Say this to students: "Maintaining updated experiences in **My Experiences** can help you develop or update a resume when you need to apply for a job."
    - Instructional tip: Encourage students to refer to **My Experiences** in their **CaliforniaColleges.edu** account to review their experiences and activities.
- Students will add up to five of their **Skills** and/or **Achievements**.
    - Instructional tip: If students completed the **Skills** lesson in 9th grade, they may have three or more skills already listed.
    - Instructional tip: Encourage students to review their Skills assessment results for ideas of soft skills they may include in their resume; students may also refer to the Hard Skills and Soft Skills reference guide.

Reflection/Exit Ticket

- Encourage students to upload their completed resume to **My Documents,** an easily accessible place for students to store important documents.
- Remind students that they should continue to update **My Experiences** throughout high school.

Extension of Learning:

- Encourage students to complete and/or refine their resume.

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