

Career and Technical Education

High School (Grades 9-12)

Keys to Your Future - Day 5-Lesson 5-Writing a Resume, Part One

Standards	<ul style="list-style-type: none">• Students engage in planning education and career path aligned to personal goals.• Students use technology to enhance productivity in career planning.• Students will apply appropriate academic and technical skills.• Students will communicate clearly, effectively and with reason.• Students will utilize critical thinking to make sense of problems and persevere in solving them.• Students will demonstrate proficiency and skills associated with the use of technologies that are common to a specific occupation.• Students will demonstrate an understanding of workplace structures, organizations, systems, and climates.• Students will demonstrate job acquisition and advancement skills.
Learning Targets/I Can Statements	<p>I can define the purpose of a resume.</p> <p>I can identify keywords in a job description and incorporate them into a resume.</p> <p>I can revise a sample resume based on strategies covered in class.</p>
Essential Question(s)	<ol style="list-style-type: none">1. How do I define the purpose of a resume?2. How do I write a resume?
Resources	<ul style="list-style-type: none">• Everfi• Microsoft Word• Microsoft Publisher• Internet• Teams <p>Student Login: https://platform.everfi.net/</p>
Learning Activities or Experiences	<p>Day 5 Activities</p> <ol style="list-style-type: none">1. Write a response to the following question: What is the purpose of a resume? Submit it to your teacher using Teams.2. Draft an outline resume using Microsoft Word or Publisher. Submit it to your teacher using Teams. Pretend you are the candidate...Create a résumé that you could use to apply for a job.3. Post at least two comments on “What have you learned about the importance of writing and having a resume”