**Resume Writing**

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| Teacher Name: Shauna Sitts | | | Duration (in minutes): 40 |
| Grade Level(s): 9-10 | Subject/Course: English/Business | | Unit: Resume |
| Resources needed:  On-site people, facilities, tools, technology, materials, community connections | List of action words (located on the DOL website), pen, paper, examples of resumes that showcase action words being used | | |
| Learning Standards: | CDOS- Career Development, Integrated Learning, Universal Foundation Skills | | |
| Big Idea & Authentic Purpose:  Why does this matter to your students?  How will this be helpful to your students? | When writing a resume, students have a hard time identifying action words to utilize to enhance their resume. By the students circling words from the list provided, they can easily determine words that are relevant to what they have done. | | |
| Type of Career Content   * Career Awareness/Development | Experts: | | |
| Relevancy:  How does it connect to students' lives? | The students will create a resume that they can add to when applying for college and going on interviews. | | |
| Objectives:   1. Students will be able to identify and circle words that relate to what they have done 2. Students will write sentences with what they have done using the action words they circled. If a student circles 10 words, they will write 10 sentences 3. Students will use the sentences and condense to put on their resume | | Assessment:  The students will be given a list of 20 words and have to identify the action words (there are 10/20 words) | |
| Knowledge Construction: How are students going to construct content knowledge and practice it  Beginning of lesson  Questions on Slido to engage students:   1. What are action words? 2. How would you use them in a resume? 3. Review examples of resumes that use action words. | | | |
| Middle of lesson  Students will be given a list of action words and will have to circle at least 10 action words they can connect/relate to. Once they identify these words, they will have to write a sentence using the word and elaborate on what/how they did on “assisting, collaborating, building etc. | | | |
| End of lesson  The students will pair up and share with other students the sentences they came up with and provide feedback on if the words were used correctly in their sentences.  **The next lesson we will focus on Preventive Action Result (PAR) and Challenge Action Result (CAR).**  **Including this on resumes was advice given to us from the DOL Employment Counselors.** | | | |