







Title	"What's in a resume?"
Grade Level	Middle and High School
Focus	Career Acquisition, Day 2 of 2

Objectives	
The student will...	display an understanding of the experiences and characteristics required to acquire employment.
	consider the academic and professional requirements for a specific job.
	write a resume.

PA Standards			
Career Education and Work	<ul style="list-style-type: none"> ▪ 13.2.E: Explain, in the career acquisition process, the importance of the essential workplace skills/knowledge, such as, but not limited to: commitment, communication, dependability, health/safety, laws and regulations, personal initiative, self-advocacy, scheduling/time management, team building, technical literacy, technology. ▪ 13.2.C: Prepare a draft of career acquisition documents, such as, but not limited to: job application, letter of appreciation following an interview, letter of introduction, request for a letter of recommendation, resume. 		
English Language Arts	<ul style="list-style-type: none"> ▪ 1.4.9 – 10.A; 1.4.11 – 12.A: Write informative/explanatory text to examine and convey complex ideas, concepts, and information clearly and accurately. ▪ 1.5.9 – 10.A; 1.5.11 – 12.A: Initiate and participate effectively in a range of collaborative discussions on grade-level topics, texts, and issues, building on others' ideas and expressing their own clearly and persuasively. 		
Artifact Opportunity	<ul style="list-style-type: none"> ▪ The closing reflection can be used as an artifact representing standard 13.2. ▪ The Profile of Myself Activity can be used as an artifact representing standard 13.2. 		
Videos	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> ▪ 2018 Pittsburgh Central videos <ul style="list-style-type: none"> ○ Link: https://www.whatssocool.org/previous-contests/pittsburgh-central-2018/ ○ QR Code:  </td> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> ▪ 2018 Pittsburgh East videos <ul style="list-style-type: none"> ○ Link: https://www.whatssocool.org/contests/pittsburgh-east/ ○ QR Code:  </td> </tr> </table>	<ul style="list-style-type: none"> ▪ 2018 Pittsburgh Central videos <ul style="list-style-type: none"> ○ Link: https://www.whatssocool.org/previous-contests/pittsburgh-central-2018/ ○ QR Code:  	<ul style="list-style-type: none"> ▪ 2018 Pittsburgh East videos <ul style="list-style-type: none"> ○ Link: https://www.whatssocool.org/contests/pittsburgh-east/ ○ QR Code: 
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Lesson Plan	
Materials Needed	<ul style="list-style-type: none"> • Employment Opportunity Worksheet (from Day 1) • Profile of an Applicant Worksheet (from Day 1) • Resume Template Worksheet • Resume Worksheet • Profile of Myself Worksheet • Internet access • “What’s So Cool About Manufacturing?” videos
Procedures and Activities	<ul style="list-style-type: none"> • Warm-Up <ul style="list-style-type: none"> ○ <i>What’s in a resume? [2 minutes]</i> <ul style="list-style-type: none"> ▪ “In 2 minutes, list as many elements of a resume that you can.” <p>NOTE: Students will need the Employment Opportunity Worksheet and the Profile of an Applicant Worksheet from Career Acquisition Day 1.</p> <ul style="list-style-type: none"> • Body <ul style="list-style-type: none"> ○ <i>Review of Career Acquisition Day 1 [10 minutes]</i> <ul style="list-style-type: none"> ▪ Review with students what they accomplished during Career Acquisition Day 1. ▪ Review the elements of a job posting. ▪ Ensure that at least one person from each group has the Employment Opportunity Worksheet and the Profile of an Applicant Worksheet. ▪ Allow students to share their Profile of an Applicant. ○ <i>Resume Writing [15 minutes]</i> <ul style="list-style-type: none"> ▪ Continuing to work as a group, students use the Profile of an Applicant Worksheet, the Employment Opportunity Worksheet, and the Resume Template to create a resume for their applicant. ○ <i>Profile of Myself [10 minutes]</i> <ul style="list-style-type: none"> ▪ Have students complete the Profile of Myself Worksheet. This will prepare them to be able to write a resume for themselves in the future. • Closing <ul style="list-style-type: none"> ○ <i>Reflection [3 minutes]</i> <ul style="list-style-type: none"> ▪ On an exit slip, students respond to this question: “What did you learn about writing a resume today?”



Resume Template

Alisha Smithton

1234 Main Street
Anytown, State ZIP

512-777-7777
no_reply@example.com

PRODUCTION LINE WORKER

Assembly line worker with 10+ years of experience in large manufacturing plants. Proven strengths in quickly learning new processes, technologies, and machinery, as evidenced by recent transition from automotive assembly line work to the production of sophisticated, energy-efficient components for household appliances.

KEY SKILLS

Assembly Line Operations	Basic Equipment Repairs	Precision Component Assembly
Production Line Efficiency	Safety Standards	Environmental Standards
Machinery Assembly	Quality Controls	Blueprint Interpretation

EXPERIENCE & SPECIALIZED TRAINING

ABC MANUFACTURING, INC. (Fortune 500 manufacturer of household appliances)
Anytown, PA

Line Worker, August 2016 - Present

- Assemble mechanical units of household appliances, such as dishwashers and refrigerators.
- Adhere to company and government standards for heightened energy efficiency, as well as safety, quality, and environmental compliance.
- *Individual and team accomplishments:*
 - Worked on line that achieved 100% of quality goals while exceeding production targets by 125%.
 - Assisted in the launch of new line of high energy-efficiency appliances and met goals outlined by the Department of Energy.
 - Excelled at interpreting detailed blueprints, aligning units using jigs and fixtures, and inspecting completed components to ensure conformance to specifications.

EDUCATION

- ANYTOWN COMMUNITY COLLEGE
 - Associate’s Degree, 3.8 GPA, 2018
- ANYTOWN HIGH SCHOOL
 - 3.2 GPA, 2016

Resume

Directions:

Using the template below as a guide, write a resume for the applicant that your group created.

<p>Name:</p> <p>Address/Email:</p>
<p>Title of Job Currently Held:</p> <p>Summary of skills:</p>
<p>Key Skills:</p>

Professional Experience (create at least one job that your person has held):

Education:

Profile of Myself

Name:		Age:	GPA:
High School Name:			
Extra Curriculars:	Volunteer Experience:	Work Experience:	
Post-Secondary Path: (circle one)	<div style="display: flex; justify-content: space-around; text-align: center;"> <div style="border: 1px dashed black; padding: 5px;">Direct to Work</div> <div style="border: 1px dashed black; padding: 5px;">Apprenticeship/ Trade School</div> <div style="border: 1px dashed black; padding: 5px;">Associate's Degree</div> <div style="border: 1px dashed black; padding: 5px;">Bachelor's Degree</div> </div>		
Location of Post-Secondary Institution: _____			
Title of Certificate/Degree Attained: _____			
Extra Curriculars:	Volunteer Experience:	Work Experience:	
Any other attributes that should be included:	Other related experience:		