

## York County School of Technology

### Lesson Plan – Resume Skills

<b>Name</b>	Mr. Kevin Nagle	<b>Periods</b>	3 and 4
<b>Course</b> (PSU: Course Title)	Your Employability Skills		
<b>Essential Question</b> (PSU: Lesson Title): Why is marketing yourself so important in today's workplace?			
<b>Standards</b> (PDE SAS) : <b>13.2.11.C</b> – Develop and assemble, for career portfolio placement, career acquisition documents.			
What do students need to learn to be able to answer the Essential Question: Assessment Prompt <u>1</u> : What is a resume? Assessment Prompt <u>2</u> : Why is creating a resume important? Assessment Prompt <u>3</u> : What information is needed to create a resume?			
<b>Activating Strategy</b> (PSU Introduction): Preview Youtube video <a href="http://www.youtube.com/watch?v=I6ObFl18frU">http://www.youtube.com/watch?v=I6ObFl18frU</a> Then, show several slides of motivational quotes, to get students thinking about skills.			
<b>Key vocabulary to preview:</b> <ul style="list-style-type: none"> <li>• Resume</li> <li>• Objective</li> <li>• Skills</li> <li>• Experience</li> <li>• References</li> </ul>			
<b>Teaching Strategies:</b> <ul style="list-style-type: none"> <li>• Graphic Organizer: Describing Wheel</li> </ul>			
<b>Instruction:</b> Teacher demonstration will show what a finalized targeted resume will look like. <b>AP #1:</b> Have a class discussion about what a resume is. Then, to demonstrate mastery, have the students write down in 25 words or less, define the word resume. <b>AP #2:</b> Have each student write down notes on what the key points of why a resume is relevant and important. Then, break the class into pairs to discuss Think, Pair, Share - Relevance and importance of resumes. <b>AP #3:</b> List the key elements of a targeted resume.  <b>Discussion:</b> What part of this resume will be able to move with you from job to job? Why do employers look at these as a focus in the hiring process?			
<b>Assignment:</b> Create a targeted resume focusing on skills you have.			
<b>Summarizing Strategy</b> (PSU: Summary) : List 3 skills you discovered you had through the process of creating a resume.			