

# Career Readiness: Lesson One

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By: Anna Voornko

# Brainstorming



“What is a  
resume and why  
is it important?”

Please complete the following Padlet activity. Include at least three posts.

# Video Activity



# Directions:

Please watch the following video and complete the Cornell Notes template on next slide



key skills

My key skill are...  
List between 3 and 10 things, such

- Reliable,
- Trustworthy,
- Enthusiastic,
- Team player,
- Friendly,
- Keen to learn,
- Motivated,
- Creative,
- Punctual,
- Honest.




|                          |                     |
|--------------------------|---------------------|
| Name:<br>Date:           | Title of the Video: |
| Main Ideas / Vocabulary: | Notes:              |
| Summary / Reflection:    |                     |

|                          |                     |
|--------------------------|---------------------|
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|--------------------------|---------------------|
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| Summary / Reflection:    |                     |

# Practice

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# Resume Samples:

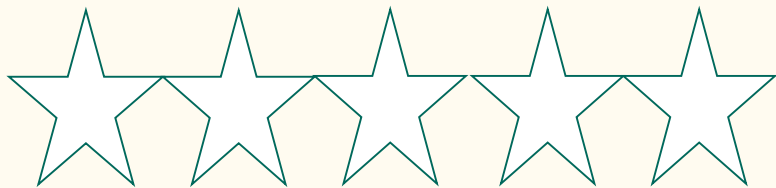
[http://www.readwritethink.org/files/resources/30847\\_sample.pdf](http://www.readwritethink.org/files/resources/30847_sample.pdf)

Review resume samples and identify the parts within. In your journals, please explain how effective are these resumes.

Rate each resume from 1-5. Explain your rating (on the next slide).

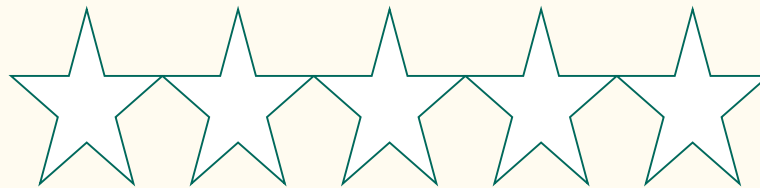
# Resume Ratings:

**Jane Smith**



Reason:

**John Andrew Smith**



Reason:

# Kahoot!!

Let's test your knowledge!

<https://create.kahoot.it/share/resume-writing/5abc08b8-bdc4-4fdc-acb0-906b7878edf5>



## Van Loven S. Semborio

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0906\*\*\*\*\*  
Van\*\*\*\*\*@ymail.com



To acquire valuable knowledge and skills to complement those that I have learned from school in an actual job environment. In return, I offer my service and determination to be an asset to your company throughout the duration of my training period.

|                |  |  |
|----------------|--|--|
| 2011 – Present | STI College – Iligan<br>Diploma in Information Technology                                |  |
| 2005 – 2009    | Bukidnon State University<br>Bachelor in Public Administration major in Local Governance |  |
| 2001 – 2005    | Culipapa National High School<br>Culipapa, Hinoba-an, Negros Occidental                  |  |
| 1995 – 2001    | Culipapa Elementary School<br>Culipapa, Hinoba-an, Negros Occidental                     |  |

|                       |   |                 |
|-----------------------|---|-----------------|
| Dec. 2010 – Sep. 2011 | Gaisano Mall Iligan<br>Internal Audit Officer | End of Contract |
|-----------------------|---|-----------------|

- Oriented in Microsoft Office Applications such as:
  - Microsoft Office Word
  - Microsoft Office Excel
  - Microsoft Office PowerPoint
- Oriented in Visual Basic 6.0
- Capable of editing pictures, files and presentation using different Microsoft Windows Applications.

|                  |                                    |           |
|------------------|------------------------------------|-----------|
| Norman C. Eballe | Government Employee (MSU – Naawan) | 0918***** |
| Victorino Baslot | University Instructor (BSU)        | 0926***** |
| Jhon B. Gerasta  | Government Employee                | 0935***** |

Contact information

Name

Education

Work experience

Skills

objective

Reference

## Instructions:

Drag and drop the following resume terms in the right place.

# Your Resume

Use the following Padlet link to brainstorm what you can include in your resume:

[https://padlet.com/a\\_s\\_voronko/kfp2satny1b26seb](https://padlet.com/a_s_voronko/kfp2satny1b26seb)



Your following slides to  
brainstorm your ideas