

Lesson Plan – Hands-on Activity

Title: How do I get hired?

Course: Career Readiness

Duration: 45 mins

What will students do in this project?

The students will review parts of a resume by completing a few hands-on tasks. The students will work on several cut-out and matching activities to help understand terms and definitions of resume elements.

Content Focus—What will students learn?

Learning Objective:

1. Students will understand parts of a resume.
2. Students will understand effective layout of a resume.

Technical	Academic	21 st Century Skills
<ol style="list-style-type: none"> 1. Use Google Slide to review notes 2. Use Google Presentation and Padlet to complete the tasks 	<p>Writing: Produce functional documents that report, organize and convey information and ideas accurately, and that use professional language.</p> <p>Speaking: Demonstrate an understanding of effective speaking strategies by selecting appropriate language and adjusting presentation techniques.</p>	<p>Learning and Innovation Skills</p> <ul style="list-style-type: none"> <input type="checkbox"/> Creativity and Innovation <input type="checkbox"/> Critical Thinking and Problem Solving <input checked="" type="checkbox"/> Communication and Collaboration <p>Information, Media, and Technology Skills</p> <ul style="list-style-type: none"> <input type="checkbox"/> Information Literacy <input type="checkbox"/> ICT Literacy <input checked="" type="checkbox"/> Media Literacy <p>Life and Career Skills</p> <ul style="list-style-type: none"> <input type="checkbox"/> Flexibility and Adaptability <input type="checkbox"/> Initiative and Self-Direction <input type="checkbox"/> Social and Cross-Cultural Skills <input type="checkbox"/> Productivity and Accountability

Lesson Outline—What learning activities will students do?

Time	Sequence	Description of Learning Activity
10 mins	Get Started/Engage	<p>Review: The students will review their notes on resumes and resume formats from their PPT slide presentation in the google drive. They can review the video, Cornell Notes, or Padlet brainstorming questionnaire.</p> <p>https://docs.google.com/presentation/d/1K8abLhJIMcwLvnQuX6bQQ0p3D_ZFRoTmV4YQl14dvjw/edit?usp=sharing</p>
25 mins	Discover/Explain:	<p>Mix-n-Match: the students will access a PDF file of Mix-N-Match game on important terms of a resume. They will cut out the cards and see if they can pair the right term to the correct definition.</p> <p>The game should be located in their google drive folder attached as a PDF.</p>
8 mins	Practice:	<p>Reassembling Activity: Students will be given a resume which they will have to cut out and reassemble.</p>
2 mins	Close:	<p>Reflection: Students will complete a brief reflection on a Padlet. The question will address what the students learned.</p> <p>Reflection Padlet: https://padlet.com/annavoronko/pqvwk82bcgwbjwdl</p>
	Support, Modifications, and Extensions	<p>Modifications:</p> <ul style="list-style-type: none"> • Students can use resume tool apps • Students can work in pairs to identify each other's' information to put on the resumes • Teacher can have the resources already cut out and jumbled for the students to figure it out <p>Extensions:</p> <ul style="list-style-type: none"> • Students can research resume templates & start working on their own resumes • ReadWriteThink has good resources that can be included (such as the 3Fs worksheets)

Materials and Resources—What do you need to assemble and prepare before the lesson?

Materials:

- Student Notebooks

Internet Resources:

- Google Classroom: Career Readiness – Lesson One:
https://docs.google.com/presentation/d/1K8abLhJIMcwLvnQuX6bQQ0p3D_ZFRoTmV4YQI14dvjw/edit?usp=sharing
- Padlet (Reflection Activity): <https://padlet.com/annavoronko/pqvwk82bcgwbjwdl>

Reflection—Did the students learn the content outlined in the lesson focus? Why or why not?