Lesson Plan Template

Title: How do I get hired?   Course: Career Readiness   Duration: 4 weeks / 60 mins

What will students do in this project?

The goal of this unit is for students to learn how to create resumes and business letters (including a cover letter and a professional "Thank You" letter). The students will also have an opportunity to learn strategies to make themselves more marketable in their desired fields of career development.

This is an outline for the first lesson of the unit – introduction to resume writing. The students will first brainstorm ideas for what is a resume and why is it an important part of their life as they step into their exploration towards their future goals and careers.

Students will work individually on their career portfolios, however they will have opportunities to utilize peer-assessment in a revision process.

Content Focus—What will students learn?

Technical	Academic	21st Century Skills
1. Use Google Classroom to maneuver the tools and lesson resources provided 2. Write coherent and focused ideas 3. Use Google Presentation, YouTube, and Padlet to complete the tasks	Writing: Produce functional documents that report, organize and convey information and ideas accurately, and that use professional language. Speaking: Demonstrate an understanding of effective speaking strategies by selecting appropriate language and adjusting presentation techniques.	Learning and Innovation Skills ☐ Creativity and Innovation ☐ Critical Thinking and Problem Solving ☒ Communication and Collaboration Information, Media, and Technology Skills ☐ Information Literacy ☐ ICT Literacy ☒ Media Literacy Life and Career Skills ☐ Flexibility and Adaptability ☐ Initiative and Self-Direction ☐ Social and Cross-Cultural Skills ☒ Productivity and Accountability

		☒ Leadership and Responsibility

Lesson Outline—What learning activities will students do?

Time	Sequence	Description of Learning Activity
10 mins	Get Started/Engage	The students will log into google docs to find a PPT slides presentation which will contain all the resources they will need for the lesson. https://docs.google.com/presentation/d/1K8abLhJlMcwLvnQuX6bQQ0p3D_ZFRoTmV4YQl14dvjw/edit?usp=sharing They will first click on the padlet activity to complete a brainstorming questionnaire on the question: "What is a resume and why is it important?" https://padlet.com/a_s_voronko/4fijyim4ayo6qv9d
25 mins	Discover/Explain: Provide new information or demonstrate a skill	The students will watch a video on resume and take Cornell Notes. They will need to specifically write down 2 things: 1. Purpose for resume 2. Parts of a resume Video: https://www.youtube.com/watch?v=gZuyrWGmXLU They should also look for possible items to include on a resume.
10 mins	Practice: Provide opportunities to practice independently or in groups	Students will be given a set of student resumes in which they will have to identify parts of the resume. http://www.readwritethink.org/files/resources/30847_sample.pdf
15 mins	Check for Understanding: Monitor what is being learned	Students will play a Kahoot game to check their understanding: https://create.kahoot.it/share/resume-writing/5abc08b8-bdc4-4fdc-acb0-906b7878edf5 Students finished can start gathering their own ideas into a brainstorming sheet provided.

5 mins	Close: Summarize, check, and answer questions	Students use the following Padlet link to brainstorm and help each other out to get ideas what they can include in their resumes: https://padlet.com/a_s_voronko/kfp2satny1b26seb
	Support, Modifications, and Extensions	Modifications: • Students can use resume tool apps • Students can work in pairs to identify each other's' information to put on the resumes Extensions: • 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/1K8abLhJlMcwLvnQuX6bQQ0p3D_ZFRoTmV4YQl14dvjw/edit?usp=sharing
☐ Padlet (intro activity): https://padlet.com/a_s_voronko/4fijyim4ayo6qv9d
☐ Resume YouTube Link: Mentor / SEL Teaching – How to Write a Resume While You're in High School:
https://www.youtube.com/watch?v=gZuyrWGmXLU
☐ Student Resume Samples: http://www.readwritethink.org/files/resources/30847_sample.pdf
☐ Kahoot – resumes: https://create.kahoot.it/share/resume-writing/5abc08b8-bdc4-4fdc-acb0-906b7878edf5
☐ Padlet (conclusion activity): https://padlet.com/a_s_voronko/kfp2satny1b26seb

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