

11B 2.7 My Resume – Work Time

PHASE OVERVIEW

This phase will begin in December and last until the end of February. Students will carry out a set of self-reflection activities, with their mentor's support, to better understand their interests, skills and the links between their passions and career pathways. Pairs will work on a resume that the mentee can use to apply to summer opportunities of interest.



LESSON OBJECTIVE

SWBAT work on crafting a resume.

PURPOSE

Writing a strong resume is a professional skill that students will need to acquire to succeed in their career pathway. This lesson will give students the space to practice drafting a resume.

AGENDA

5 min *Do Now: Mentor Response*

25 min *Learn and Engage: Writing My Resume*

10 min *Mentor Connection*



KEY TAKEAWAY

Writing a strong resume will help me identify my skills and share them with others.

FACILITATION NOTES:

Students will most likely not finish crafting their resume within this class period. They will continue to work on their resume at the “Professional Skill Building” event. You should encourage students to schedule additional time with their mentors to work on the draft if needed.

The resume template is linked below. We suggest you upload it to Google Classroom or another LMS for students to access. Remember to have them share the document with their mentor.

MATERIALS: [2.7 Presentation](#), [Resume Template](#)

Do Now: Mentor Response		Notes:
Students will log into the Platform.		
Slide 2: 5 min	TALKING POINTS Please log into your Platform account. Read your mentor's message and respond.	

Learn and Engage: Writing My Resume		Notes:
Students will work on drafting a resume in which they identify their skills and extracurricular activities.		
Slide 3: 2 min	<i>Have a student read the key takeaway.</i> TALKING POINTS Today, we are going to be working on our resumes. Resume writing is a life skill. You will need a resume for every professional job that you apply to - so it's good for us to practice this skill now - especially for those of us that are thinking about getting a summer job.	
Slide 4: 23 min	TALKING POINTS Let's start working on our resume! If you already have a resume, go through each section and see what you can add on!	
Slide 5: Mentor Connection	TALKING POINTS Now let's write to our mentors.	
Slide 6: Extend	<i>If you have additional time remaining, consider asking students what new information they have learned from their mentor's message.</i>	



Mentor Connection

Pair Prompt:

It's resume review time! Mentee, share your resume draft with your mentor. Are there any parts you need advice on? If so, let your mentor know!

Mentor, give your mentee advice on the steps they can take to take their resume to the next level!

Self-Reflection Prompt (for unmatched students):

Let's review your resume! Share your resume draft with me. Are there any parts you need advice on?