**Lesson Title: Lab day for Constructing a Resume’**

**Unit: Employability**

TEKS: (4)(a) (4) (b)

OBJECTIVES

The student shall be able to:

1. Describe the purpose of a resume’.
2. Research criteria needed in a resume’.
3. Create a resume’.

TEACHING MATERIALS, TOOLS, AND EQUIPMENT

PPT: None

HO: An example of a resume format (1 ea.)

WS: None(1 ea.)

TEACHING PROCEDURE

|  |  |
| --- | --- |
| Interest Approach/Anticipatory Set | Teacher Notes |
| 1. Link – Is a simple discussion on when, how, and why a resume is used in the everyday world.  2. Motivation – The students will be provided an example of a resume, so that they have a visual of what a resume should look like.   * What are the 5 points that should be listed on the resume?   (objective, education, experience, skills, and references)  TRANSITION – Today, we’re going to think about these things in the context of designing a resume. | Ask questions to students |

|  |  |
| --- | --- |
| Teaching Plan and Strategy / Presentation of New Material | Teacher Notes |
| A warm-up will be used at the start of class discussing the importance of a resume, and how often a resume is used in society.  Objective 1: Describe the purpose of the resume.  Objective 2: Research criteria needed in a resume.  Objective 3: Create a resume. | Techniques and media used to teach with (PPT, problem solving, demo, worksheet, video, Web sites, etc.) |

ENGAGEMENT

This is where student should be applying information provided in the lesson to build a personal resume.

EVALUATION

The students will be evaluated on the completion of the assignment, and how well they follow instructions.

ADDITIONAL MATERIALS

The computer lab.

College & Career Readiness Standards: II.C.1; II.E.7 (Write in the number/letters already crosswalked for your unit)

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