



Writing a Resume

Materials:

- Worksheet (2 pages)
- Computers and internet access (optional)

Brainstorm

Throughout this course, we've been learning how to develop our social and emotional skills so we can be successful in school, at home, in the community, and in life. We've set goals, worked on communication skills, and learned how to have positive relationships. In this lesson, we're going to use everything we've learned and close out this course by creating a resume. Who has created a resume before?

Discuss

As student volunteers share their responses, ask clarifying questions to help narrow down their purpose for creating a resume, why it's an important and valuable tool, and identify how a good resume can help them get a job. Continue to facilitate the class discussion as long as it remains productive.

Dive in!

A **resume** is a document written by a person that provides information about the person's accomplishments, skills, and the qualities they possess. You can use a resume for many different purposes: Applying for a summer job, volunteer work, applying for an internship, applying to college, or to apply for college scholarship applications, for example. There are many uses for a resume!

Activity

Distribute the Worksheet to students. Review the sample resume first, calling students attention to the key components of the resume. Then, have students work through the resume template to brainstorm ideas for their own resume. Note: If time is an issue, you may want to split this activity into two lessons: The first lesson can focus on having students brainstorm their resume and the second lesson can focus on students actually creating their resumes. If



High School

possible, encourage students to create their resumes in an online doc (Google Docs or a similar program) so they will be easier to edit and revise. See Extend and Enrich below for online resume building tools. Once students have had the chance to create their resume, encourage them to proofread each other's work. If time allows, review each student's resume with them and make sure they haven't forgotten any personal strengths or other details.

Reflect

Ask students the following questions verbally: At the beginning of this course, you identified an area of SEL that you wanted to learn more about. Did you accomplish that goal? Is this an area that you'd like to continue to explore?

Extend and Enrich

Consider encouraging students to use an online resume generator, such as these:

- Canva: www.canva.com/resumes/templates/high-school/
- ReadWriteThink:
www.readwritethink.org/classroom-resources/student-interactives/resume-generator
- Student Edge: studentedge.org/jobs/resume-builder

Professional Development

How would you evaluate your own social and emotional growth throughout the school year? Are there still some areas you'd like to improve? How will you do so?