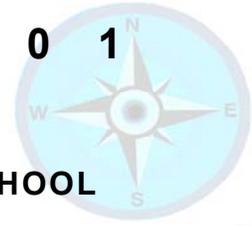

N A V I G A T I O N 1 0 1

GRADE: 9

LESSON: 19



THEME: PLANNING FOR LIFE AFTER HIGH SCHOOL

LESSON GOALS:

- Discuss summer plans and opportunities.
- Help students develop resumes.

ESSENTIAL QUESTIONS:

- What do I want to do in the future?
- How can I plan?

MATERIALS NEEDED:

- **Resume Handout** (*final two pages of this lesson plan*)
- **Summer Activities** (*from your lead advisor, a list of summer schools, camps, and other opportunities for high school students*)

CLASSROOM ACTIVITIES:

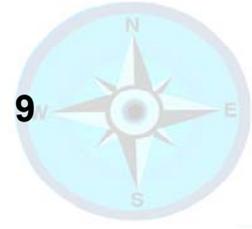
1. **Discuss summer plans.** It's nearly summer. What are your students planning to do? Discuss your summer plans and theirs. Some students may still be looking for ideas. Share a list of Summer Activities, including summer school classes, camps, and other opportunities for early high school students in your community. Your school counselors may have additional information about internships or other opportunities for student leaders. If so, refer students to counselors as appropriate. *(5-10 minutes)*
2. **Create resumes.** Your students may not get paid jobs for another year or two, but they may need to summarize their skills and experience for volunteer opportunities, internships, or even to get into advanced classes. Learning to prepare a resume is a basic life skill. Students will prepare simple resumes this year, and will have opportunities to update them in the future. Use the **Resume Handout** to help students understand the purpose of a resume and the components of a good resume. Help them begin the process of creating resumes. *(10-15 minutes)*

STUDENT PRODUCTS:

- **Resume.** Each student should create a **resume** and file it in his or her portfolio.



RESUME HANDOUT – GR 9



WHAT IS A RESUME?

A resume is a good way to introduce yourself. It's just a piece of paper... but if you are applying for a job or an internship, you will need one. A resume summarizes all the basic information about who you are and what you can do on one piece of paper.

CREATING A RESUME

A good resume has four parts:

- **Contact information.** The top of your resume should include your contact information:
 - Name
 - Address
 - Phone number
 - E-mail address

This information is often centered on the page. You might want to print your name in a larger font size or in bold so that it stands out. Remember, you want to make it easy for an employer to contact you! Make your resume easy to read by using a font size that is larger than 10 point and lots of white space.

- **Objective.** Why do you want this job? Your objective is a short statement, usually just one sentence. It explains why you want the job. Your objective might say, "I am seeking a position that will allow me to use my computer skills."
- **Skills and strengths.** (*This section can be combined with "Experience."*) In this section of the resume, list your skills and strengths. Even if you've never held a paid job before, you have skills. What are they? Maybe you have tutored younger students or know how to develop a web site. Maybe you have run for office at school or organized a school event. When you write about your skills and strengths:
 - Use short bullet points rather than complete sentences.
 - Use action words.
 - Use numbers and percentages to quantify your accomplishments.
 - Mention your technical or computer skills.
- **Experience.** In this section, list any paid or volunteer jobs you've held. Describe each position briefly using bullet points. You can also list extracurricular activities or community service, especially if these activities show your skills or your responsibility and dedication. You can also list awards you've received.



GET STARTED ON YOUR RESUME

Use the space below to take notes for your resume. Ask your advisor if you should just file this handout in your portfolio, or if you should use a word processing program to type up a finished resume.

Contact Information:

Objective *(Why you want the job, what you hope to learn – if you aren't applying for a job right now, just write that you want to put your skills to work in the community):*

Skills and strengths *(remember, short bullet points using action words):*

Experience *(don't forget volunteer service, extracurricular activities, and awards):*

