

Roads to Learning and Earning

Lesson Plan



Topic/Title of Plan: Writing an Effective Resume

Lesson Developed By: Jason Harrell

School: Harnett Central High School

Objective Being Taught	Provide students with assistance and practice preparing and understanding how to create effective job resumes for different types of careers. Road to Work
RTLE Matrix Objective	Based on student interests and job skills, have students apply or practice skills to get a job such as writing resumes, filling out job applications, interviews.
Student Audience/Length	9th-12 th Grade OCS Students. 90 minutes
Materials/Resources Needed	Practice Resume Worksheet, Practice Personal Information Worksheet, Resume Practice Form Worksheet
Teaching Procedure	Explain to students what a resume is and how it relates to job application process. Teachers will use their own resume and model creating a resume for their students. Students will then use the Personal Information worksheet to effectively organize their personal information. Students will then transfer their personal information to the Practice Resume worksheets to create their own personal resume.
Check for Understanding and Assessment of Lesson	Teachers will assist the students with their personal information worksheets and check for accuracy. Teachers will then model an employer and review the resume with the student simulating an actual interview setting.
Wrap Up/Review	Students will practice writing a resume weekly and interviewing each other while discussing their individual resumes.