

Skills Resume

LESSON GOAL

Develop an effective skills resume.

ESSENTIAL QUESTION

What strategies can I use to build an effective resume of my skills?

INTEGRATING TECHNOLOGY

ANNOUNCEMENT

- Check Announcements for any information about assignments and due dates.

MY PORTFOLIO

- Consider submitting your work in this lesson to My Workspace for inclusion in My Portfolio.

MY WORKSPACE

- Complete your assignments in My Workspace.

LESSONS

- Review the lesson
- Complete assignments.
- Submit assignments

ASSIGNMENTS

- Use Assignments to submit your artifacts and reflections.

GRADEBOOK

- Check Gradebook for your lesson evaluation.

SCHEDULE

- Check schedule for assignments and due dates.

COMMUNICATE

- with your teacher or other students if desired
 - Blogger
 - Chat Room
 - Drop box
 - Mailtool

This lesson will require one session for teaching and another for writing. To save time, students may be expected to complete the Skills Resume Rough Draft at home between the teaching and the writing sessions.

LESSON OVERVIEW

How do you compose a resume when you have limited work experience? What needs to go on your resume to help you obtain the internship site you want? This lesson will help you develop a skills resume to use when you are interviewing for internship sites.

STUDENT EXPECTATIONS

1. Participate in a discussion about resumes.
2. Critique resume examples.
3. Complete a rough draft of a resume.
4. Compose skills resume according to a template.
5. Edit skills resume to improve it.
6. Write a reflection about the lesson.

There are three assignments in this lesson.

1. Create a rough draft of a skills resume.
2. Develop a skills resume and revise it based on comments.
3. Write a reflection about the skills resume.

Here are the ways you can succeed in this lesson.

1. Thoughtfully review sample resumes and engage in classroom discussions fully by offering thoughtful responses.
2. Carefully and thoroughly address all parts of the **Sample Skills Resume Rubric** in rough draft.
3. Develop an effective and complete resume that reflects reviewers comments.
4. Write a thoughtful reflection that addresses all questions and demonstrates understanding of how to create an effective skills resume.



ASSIGNMENT 1

In class you have discussed what a skills resume is and have evaluated some sample resumes. Now use the **Resume Information** and **Sample Skills Resume Rubric** to fill out the **Skills Resume Rough Draft**.

Think carefully about your interests and the skills you have demonstrated and how they might be helpful to an employer

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or mentor. Consider your experience and things you have done that have demonstrated responsibility or have provided understanding.

When you have completed the Rough Draft, use the *Sakai* Assignments Tool to submit it for evaluation.

ASSIGNMENT 2

In class you have discussed what a skills resume is and have evaluated some sample resumes. Then you used the *Resume Information* and *Sample Skills Resume Rubric* to fill out the *Skills Resume Rough Draft*.

Consider the comments you got on your rough draft and look again at the *Resume Information* and *Sample Skills Resume Rubric*. Then open the Resume Template and complete it. When you are finished, use the *Sakai* Assignments Tool to submit it for evaluation. Then revise your resume and submit it until your reviewer has no more comments.




ASSIGNMENT 3

In class you have discussed what a skills resume is and have evaluated some sample resumes. Then you used the Resume Information and *Sample Skills Resume Rubric* to fill out the *Skills Resume Rough Draft* and complete a *Skills Resume*.

Think about these experiences as you reflect in writing on the following questions. When you are finished, use the *Sakai* Assignments Tool to submit your reflection for evaluation.

- What was the most difficult part about writing a skills resume?
- What do you think is the biggest contribution you can make to a mentor or employer?
- If you were talking to a potential mentor or employer, what would be one question you would expect them to ask?

Multiply the points by the weighted score and record in the total column for each rubric. Then tally the total points for the final score.

Weighted Score	Category	Exceeding 9-10 Points	Meeting 6-8 Points	Approaching 3-5 Points	Emerging 0-2 Points	Total
2	 ASSIGNMENT 1 Rough Draft Write a skills resume rough draft.	Carefully and thoroughly addressed all parts of the <i>Sample Skills Resume Rubric</i> in rough draft.	Addressed all parts of the <i>Sample Skills Resume Rubric</i> in rough draft.	Addressed most parts of the <i>Sample Skills Resume Rubric</i> in rough draft.	Addressed few parts of the <i>Sample Skills Resume Rubric</i> in rough draft.	
3	 ASSIGNMENT 2 Resume Complete a skills resume.	Developed an effective and complete resume that reflected reviewers comments.	Developed a complete resume.	Developed an incomplete resume.	Made a minimal effort to develop a resume.	
3	 ASSIGNMENT 3 Reflection Complete a reflection on the skills resume.	Wrote a thoughtful reflection that addressed all questions and demonstrated understanding of how to create an effective skills resume.	Completed a reflection that demonstrated some understanding of how to create skills resume.	Made an effort to complete a reflection that demonstrated some understanding of how to create a skills resume.	Made minimal effort to complete the reflection.	