**Career Life Connections 11 - Module 2: Job Seeking & Job Keeping**

Core Competencies:

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| * Communication | * Critical Thinking | * Personal Awareness and Responsibility |

Big Ideas:

* Careers, Education, and life opportunities change over time
* Career and education paths require ongoing exploration, planning, evaluation and adaptation

Curricular Competencies:

* Demonstrate professionalism and respect for all peoples and an ongoing openness to learn
* Refine personal communication and presentation strategies to further post-graduation opportunities

Before the lesson:

* Remind students (several times) to bring a current copy of their resume to class

INTRODUCTION:

Introduce this unit to students, which will include building on Job Seeking (finding positions, application forms, cover letters, resumes, interview skills & follow up), Job Keeping (Employment Standards) and revisiting workplace safety. In today’s lesson, students will peer edit resumes so that they can be submitted for their term grade,

Fun video for intro (a little juvenile, but tends to get some laughs): Colin Dodds is a Vancouver educator and has some intro videos on YouTube for job skills:

* <https://www.youtube.com/watch?v=tA4NDrTbrs8> (for resume writing)
* <https://www.youtube.com/watch?v=SefX7W0bn-I> (for interview skills)

Have a discussion with students about the resumes that they developed last year in CLE 10. Who has had positive success with their resume? Who is needing to update their resume to include information from this past summer? Go through a good example of a resume (and a non example) and ask students to brainstorm a list of what makes each resume stand out, positively or negatively.

Next, have students work in small groups of 2-3 students to peer edit their resumes. Use the attached peer edit form to provide feedback.

ASSIGNMENT: Have students revise their resumes as needed based on feedback and submit for assessment



**Resume**

Peer Review

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_

Feedback for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The goal of a peer review is to work together to produce a more effective resume, not to compete or put each other down. Remember to respect the author's feelings and sense of ownership. Use these hints for purposeful (and successful) peer editing!

* Put your pencil down and read the entire document; then edit
* Don't use a red pen or pencil
* After peer editing, discuss the resume together so there are no misunderstandings about your suggestions
* Begin with a positive statement about their resume
* Use "I" statements to offer your observations (I noticed, I wondered, I believe, I did not understand, I could not follow...)
* Do not feel obliged to offer solutions, just suggestions
* Use the peer editing worksheet to guide the conversation - put a line on each of the arrows to show how much you feel the writer reflected each of the resume criteria

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| **Title and Contact Information**  Needs some work You’re hired!  Suggestions?  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Job Objective or Summary**  Needs some work You’re hired!  Suggestions?\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **General Appearance**  Needs some work You’re hired!  Suggestions?  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Spelling and Grammar**  Needs some work You’re hired!  Suggestions?  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **Education Section**  Needs some work You’re hired!  Suggestions?  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Skills Section**  Needs some work You’re hired!  Suggestions?  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Awards and Accomplishments**  Needs some work You’re hired!  Suggestions?  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Experience Section**  Needs some work You’re hired!  Suggestions?  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Does the first ⅓ of the Resume encourage you to keep reading?**  Needs some work You’re hired!  Suggestions?  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **References...are they there?**  **Formatting?**  Needs some work You’re hired!  Suggestions?  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Use of Action Verbs and Measurable Accomplishments**  Needs some work You’re hired!  Suggestions?  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Does this make you want to schedule an Interview?**  Needs some work You’re hired!  Suggestions?  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| The three best qualities of this resume are | The three main suggestions for revision are |