­­­****

**M4 Lesson 3: Writing a Resume Assignment**

Core Competencies:

|  |  |  |
| --- | --- | --- |
| * Communication | * Thinking | * Personal & Social |

Big Ideas:

* Career-life decisions are influenced by internal and external factors, including local and global trends.

Curricular Competencies:

* Communicate with the intent to highlight personal strengths, talents, accomplishments and abilities
* Explore and reflect on career-life roles, personal growth, and initial planning for preferred career-life pathways
* Identify career-life challenges and opportunities, and generate and apply strategies

In this assignment, students will learn the basics of writing a professional resume, and strategies to make their resumes stand out amongst the competition!

Assignment – Making a resume using myBlueprint:

Last year in CLE 9 you started to develop a resume using the resume tool in myBlueprint. In today's assignment, you will adapt your resume to include any of the skills, experiences or knowledge you have gained over the past year. Don't worry if you never had a chance to start your resume last year, you can start one today!

You may feel as though you still don't have a lot of experience to put on a resume, but you probably have more than you think! Try to remember any of the paid or unpaid work or volunteer experience you have, any transferable skills you have gained through activities inside or outside of school, or any new or interesting classes you have taken. This is a good opportunity though to see where you may want to gain more experience in the next couple of years to round out your resume sections before you graduate!

Instructions:

1. Log into your myBlueprint account with your username and password.

2. On the left-hand toolbar, choose "Resumes" under the "Work" heading if you are making a new resume. Then click “+ Add Resume” on the top right corner of your screen and give your resume a title such as "Your Name Grade 10".

3. If you are just adapting your resume from last year, you will find it under "Home" then "Portfolios"

4. If you are making a resume from scratch, take the time to work through the resume sections to the best of your ability. Remember to highlight your best skills and experiences and use powerful verbs such as "organized" and "coordinated" instead of passive verbs such as "has" or "did".

5. If you are just adapting your resume from last year, add any new experiences, skills, classes you've taken and knowledge you've gained!

6. Experiment with the different features in myBlueprint such as layout and switching the order of your sections until you find one that you prefer.

7. Continually preview your resume by clicking “Preview Resume” at the bottom right hand side of your screen.

8. When your resume is finished, from the Preview Resume screen, click “Add to Portfolio” and “Export” to add your resume to your Grade 10 portfolio and export it to a .pdf for submission.

Assessment

