This lesson will help students see the importance of a resume and implement strategies to create one. Students will create a resume and portfolio for a character from a novel of their choice.

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| **Teacher Led** |  | **Requires Computer** | **X** | **Requires myBlueprint.ca** | **X** |

**LEARNING GOALS:**

1. Students will take on the role and perspective of a character and create a resume as them
2. Students will consolidate their learning about this character and represent this in an e-portfolio

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| **Big Ideas** |  |
| **Curricular Competencies** |  |
| **Content** |  |

**MATERIALS:**

* Computer, tablet, or mobile device
* Whiteboard, Smartboard, or chart paper
* **Handout [A] - In Their Shoes**
* **Handout [B] - Their Resume and Portfolio**
* This lesson also requires students to choose a character from a familiar novel. Some recommended novel study books for Grade 9 could include:
* To Kill a Mockingbird by Harper Lee
* The Giver by Lois Lowry
* The Outsiders by S.E. Hinton
* Diary of a Wimpy Kid by Jeff Kinney
* Hurricane Song by Paul Volponi

**GETTING STARTED:**

1. Have students visit [www.myBlueprint.ca](http://www.myBlueprint.ca), and enter their email and password to log in.
   * ***Forgotten password?*** *Students can reset their passwords by clicking on the ‘Forgot your password?’ link in the green* ***Existing User*** *box.*
   * ***Forgotten email?*** *As a teacher/counsellor, you can reset your students’ emails and passwords in your* ***Student Manager*** *or* ***My Classes****.*

**INSTRUCTIONS:**

1. Let students know that today they will be creating a resume for a familiar character from a novel they’ve read. Explain what a resume is, when you would use it, and why it’s important.

*A resume is a document used to present your background and skills. Resumes are most often used to find a job, and a typical resume includes your work experience, education and skills.*

1. Discuss the meaning of important sections of the resume and provide examples for each (ex. work experience, interests, skills, personal statement, etc) Use the examples on the **Resumes** on myBlueprint as a guide.
2. Provide students with **Handout [A] - In Their Shoes** and have them complete the questions.
3. Provide students with **Handout [B] - Their Resume and Portfolio** and have them complete the resume and portfolio on myBlueprint.
4. Have students share their portfolios in small groups or pairs.
5. Come together as a group to discuss the reflection questions. Ask, *Why is a resume important?*

**HANDOUT [A]: In Their Shoes**

Select a character from a novel. Choose a main character or someone you know a lot of information about. Answer these questions with this character in mind. If you’re not sure about an answer, try to put yourself in their shoes and make your best guess.

What is your name? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Where are you from? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Describe yourself in two sentences.

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Where did you go to school? (If you didn’t go to school, do you have any special training?)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What is your job? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What are the main duties associated with this job?

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What are your hobbies or interests?

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you ever gotten an award or special certification?

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What special skills do you have? (ex. Leadership, Teamwork, Language skills, Positive Attitude)

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If you were looking for a new job, what kind of job would it be? Explain your choice.

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**HANDOUT [B] - Their Resume and Portfolio**

1. Using the information you recorded about your character in HANDOUT [A], create a **resume** as this character on your myBlueprint account. Feel free to get creative and fill in any additional sections with relevant information about your character.
   1. Select **Work** from the navigation menu on the left hand side of your Home Page, then click on **Resumes.**
   2. Click on **+ Add Resume** at the top right corner of your screen to create a new resume for your character. Give a title to your resume (e.g., Harry Potter’s Resume) and click **Save**.
   3. Enter any relevant information about your character in each of the different sections of the resume (e.g., contact information, experiences, skills, education, achievements, and hobbies and interests). To do so, click on the name of a resume section on the left of your screen (e.g., Education) and select **+ Add Education**. Click **Save** once you are done entering your character’s information

\**NOTE: Enter as much information as you can in each of the suggested fields!*

1. Create an electronic **Portfolio** as your character. Be sure to include the following artifacts

* A photo to represent this character
* One **Journal** entry as this character describing how they feel about their current or past job
* One job from the **Occupations** tool that represents the character’s past or current job
* One job from the **Occupations** toolthat represents a job they might one day like to have
* The resume you created for them using the **Resumes** builder
* Two additional artifacts of your choice

Go to **Home** located in the navigation menu, and select **Portfolios**.

* 1. Click **+ Add Portfolio** and name your portfolio.
  2. To add a resume or occupation profile, click + **Add Box** and select **Add Recent +.** Under the ‘Activity Feed’ tab, select the recent activity you wish to add to your character’s portfolio (see the checklist of items to include above). For example, **c**lick on **+ Add** box to the right of the resume you created for your character and add it to your Portfolio.
  3. To add a journal, click on + **Add Box** and select the **Add** **Journal +** option.
     1. Add a title, description, and a relevant media piece (e.g., image or video)
  4. To add additional artefacts, click on + **Add Box** and select the **Add** **Media +** option.
     1. Select the **Picture**, **Video**, **File**, or **Link** tab depending on the type of artefact you wish to upload.
     2. Include a title and description for each of the artefacts you upload!

**REFLECTION QUESTIONS**

What did you find challenging to add to the resume?

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What strategies did you find helpful when creating the resume and portfolio?

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Did you find it difficult to create a resume and portfolio for someone else? Would it be easier or more challenging to create these for yourself? Explain why.

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Why is it important to create a resume? When should you start working on your own resume?

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