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## LESSON PLAN

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**GRADE: 10**

**MEETING 12**

**DATE: 4/21/2010**

**THEME: Searching for a job**

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### NAVIGATION 101:

CLEAR, CAREFUL, AND CREATIVE PLANNING FOR LIFE BEYOND HIGH SCHOOL

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#### **ANNOUNCEMENTS:**

◆ Remind students that materials placed in their binders should be neat, clean, and crisp. Their binder transforms into their portfolio of evidence and proof of competency in their senior year, and all material should reflect a care and attention to detail necessary as proof of that competency.

#### **LESSON GOALS:**

Students will continue the employment preparation process by finishing their employment applications and beginning their employment resumes.

#### **ESSENTIAL QUESTIONS:**

What do I need to do to get a job?  
Do I have the tools necessary for a professional presentation of my skills and abilities?

#### **MATERIALS NEEDED:**

*Student Portfolios*  
*Job Application Handout (extras)*  
*Resume Worksheet (class set)*

#### **CLASSROOM ACTIVITY 1:**

##### **Job Application**

- Students should finish the task of completing their employment applications they started last time.
- Emphasize the need for neatness, completeness and penmanship. All applications should be completed in ink.
- A supply of additional applications has been provided for those needing a clean sheet.
- Circulate around the room and provide guidance and feedback as needed.

## CLASSROOM ACTIVITY 2:

## Résumé

- Using the attached Resume Worksheet, students should begin the process of organizing their information from which to build their employment resumes.
- The Resume Worksheet is a step-by-step guide that will guide the student through the building process.
- Instruct the students to gather the necessary information and format the information using the provided sample as a guide.
- Work with each student to correct, expand, embellish, and perfect their resume information from the worksheet.
- On their own time, students will type their formal resume using the worksheet information and format samples as their guide.
- Their first resume draft is due at the next Advisory (April 21).
- Students should use a pre-designed word processing template for their resume. Discourage students from building their own from scratch.
- Hint: Most resume templates are actually tables. For easy navigation, switch on the “show gridlines” tool and it is much easier to see where and how the tables are designed.

## Scoring:

- Award 1 point for a completed job application must have all references information.
- Award 1 point when the Resume Worksheet is completed.

# JOB APPLICATION

NAME (Last, First, Middle)

\_\_\_\_\_

ADDRESS (Number and Street, City, State, Zip Code)

\_\_\_\_\_

\_\_\_\_\_

PHONE NO.

( ) \_\_\_\_\_

POSITION DESIRED \_\_\_\_\_ Full-time \_\_\_ Part-time \_\_\_

## EDUCATION

	NAME AND ADDRESS OF SCHOOL	MAJOR	DEGREE/ DIPLOMA
High School	_____	_____	_____
	_____	_____	_____
.....			
College	_____	_____	_____
	_____	_____	_____
.....			
Trade, business, other	_____	_____	_____

SPECIAL SKILLS / QUALIFICATIONS: List job-related licenses, skills, training, honors, awards, and special accomplishments

\_\_\_\_\_

## EMPLOYMENT HISTORY: (START WITH PRESENT OR LAST POSITION)

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

Position Title: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Duties:

\_\_\_\_\_

\_\_\_\_\_

Salary: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

.....

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

Position Title: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Duties:

\_\_\_\_\_

\_\_\_\_\_

Salary: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

.....

**Employer:** \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

Position Title: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Duties:

\_\_\_\_\_

\_\_\_\_\_

Salary: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

MAY WE CONTACT YOUR PRESENT EMPLOYER? Yes \_\_\_\_\_ No \_\_\_\_\_

**REFERENCES: (EXCLUDE RELATIVES AND FORMER EMPLOYERS)**

Name/Title	Address and Phone No.	Occupation
1. _____ _____	_____ _____ _____	_____
2. _____ _____	_____ _____ _____	_____
3. _____ _____	_____ _____ _____	_____

I CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND UNDERSTAND THAT ANY FALSE INFORMATION ON THIS APPLICATION MAY BE GROUNDS FOR NOT HIRING ME.

DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_

## Resume Worksheet

<p><b>Contact Information</b> Write your full name and your contact information here. Copy the format in the sample.</p>	<p>Joseph E. Schmoe 127 W. Goofus Lane Stupidville, WA 99003 509-464-1111 email address (optional)</p> <p>[Use the address where you get your mail. If you have a Post Office box, use that address.]</p>	
<p><b>Employment Objective</b> Pick <u>one</u> of these sentences and finish it with your own information.</p>	<p>I am seeking a position that would allow me to utilize my (skill)..... I would like a position that I could use my .....skills to assist the organization in reaching its goals. I am seeking a position that would allow me to advance by using my ..... skills to help the organization grow. I am a worker whose ..... skills will allow me to work as part of a team to advance the goals of the organization.</p>	
<p><b>Skills</b></p>	<p style="text-align: center;"><i>Identify the skills you have that a potential employer might find useful and provide an example.</i></p> <p><b>Example:</b> "I am able to work independently with little supervision required. For example, I often clean my church on Saturdays, unlocking and locking the church, doing the clean-up chores from a list left by my Pastor, and completing my work in a quick and timely manner"</p>	
<p><b>Employment</b> In this section, list all your <u>paid</u> employment information.</p>	<p style="text-align: center;"><i>List most recent first and work backwards in time.</i></p> <p style="text-align: center;">Position: Company: City, State of Company: Date of Employment: June 2006 – present (month &amp; year only) List three skills you use(d) on the job and relate it to one of your job responsibilities. Example: Use(d) my communications skills to solve customer problems.</p>	

<p><b>Volunteer Experience</b> List all your volunteer work.</p>	<p><i>List most recent first and work backwards in time.</i></p> <p>Position: Company: City, State of Company: Date of Service: June 2006 – present (month &amp; year only) List three skills you use(d) and relate it to one of your volunteer responsibilities. Example: Use(d) my organizational skills to schedule workers for worship service daycare.</p>	
<p><b>Education</b> List all high schools, academic and/or sports awards you received.</p>	<p><i>List most recent first and work backwards in time.</i></p> <p>Deer Park High School, Deer Park, WA Graduation expected (your graduation year) Varsity Letter Winner – Football 2006 Honor Roll - Fall, Spring 2004 &amp; 2006</p>	
<p><b>Activities &amp; Hobbies</b> Extracurricular Activities &amp; Hobbies</p>	<p><i>List most recent first and work backwards in time.</i></p> <p>List all your involvement in school and out-of-school clubs and organizations. List those hobbies that can be translated into a useful employment skill. Example: “Enjoy repairing small engines. “</p>	