

Lesson 10: Job Resumes (1-2 class periods)

Text: Any “job” text in Maritime Marvels (e.g., Robotics Engineers, Lawyers)	
Standards: Main idea and summary in nonfiction text (CCSS.RI.2, FL BEST R.3.2, TEKS Strand 3.D, VA SOL.6)	
Objectives: <ul style="list-style-type: none"> • Read and explore a nonfiction text. • Summarize key details from a nonfiction text. • Create a timeline to show change over time. 	Materials: Resume template (below)
Assessments of Learning: <ul style="list-style-type: none"> • Monitoring student behavior or asking brief questions during group work provides informal assessment throughout the lesson. • Reflection questions can be used as formative assessments. • Timeline can be used as a summative assessment. 	

Lesson Procedures

Introduction: (5 minutes)	<p>Hook: Every job requires people with certain talents. People need to have certain skills or abilities to do any kind of work. For example, teachers need to communicate well. What are some other qualities of jobs you know? (e.g., artists need to be creative, athletes need to know their sport)</p> <p>Allow partner discussion. Then, introduce the reading.</p>
Reading Review: (15-20 minutes)	<p>Group Reading: Divide students into small groups (3-5 students). Instruct students to read the text and answer the comprehension questions together. Then, groups check answers together to ensure everyone’s understanding and clear up any confusion about the text and questions.</p> <p>Group Discussion: After reading, small groups should answer the question, “What are the key qualifications to work this job?” There can be many different answers. They should be able to explain how they know their answers using the text.</p>

	<p>Class Discussion: Allow each group a chance to share how they answered the discussion question. Display the job's key qualifications as groups share ideas.</p>
<p>Resume: (30-35 minutes)</p>	<p>Introducing Resumes: To get a job, people tell the employer about themselves. This helps them show that they have the skills and abilities to do the job. It also shows what you have down to show you can do the things you claim. This document is called a resume.</p> <p>Discuss and review the resume template (or a similar template). Resumes usually have sections with short description of a person's:</p> <ul style="list-style-type: none"> • Current job • Previous jobs and types of work experience • Skills (related to the job) • Education and training <p>Resume Practice: Students work independently to create a resume for a future employee at this job. They should include the experience, skills, and education that would help them get this job.</p>
<p>Closing: (5 minutes)</p>	<p>Student Reflection Questions:</p> <ol style="list-style-type: none"> 1. How can resumes help employers hire people? 2. Why is it important to be honest on a resume?

Educator Note!

Some students may struggle to synthesize the types of work, education, and skills needed for a specific job. It may be helpful to model a complete resume for a different job before these students create a resume on their own.

Accommodations & Modifications:

- Allow students to dictate ideas when writing.
- Provide a word bank of work experience, skills, and education.
- Have students work in pairs or small groups to create the resume.

Extensions:

- Have students read more texts about jobs in [Maritime Marvels](#), and compare and contrast the resume graphic organizers.
- Look up the career on a popular job-searching website to compare their resume graphic organizers with an authentic job description.
- Make a resume based on your own experiences, skills, and education.

Extension: Personal Resume Graphic Organizer

Sarah Jones

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Experience

Exometown Grocery Store 2 years experience	Part-Time Stocker Stocking shelves, reading inventory lists, supporting store operations, being on-time to all scheduled shifts
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Skills

- Communicating with writing
- Working in groups
- Making & following plans
- Solving problems creatively
- Persisting through challenges
- Checking & improving work

Education

West High School Junior student (3.8 GPA)	AP World History, Pre-Calculus, Advanced Writing, Advanced Humanities
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Extracurricular Groups

1. STEAM Club–Vice President, member since freshman year
2. Varsity Soccer–Player of the Month in May, player since sophomore year

Activities

1. Built an edMe Robotics boat controlled by an app that can go 100 yards.
2. Created a robot that could carry a trash bag from the house to the curb.
3. Working on a robot that can grab a can and put it in a drawer.

Awards

1. Won How to Build a Safety Suit competition essay competition and received \$500 prize.
2. Placed 3rd in the Arts category of my school's STEAM competition.

Extension: Personal Resume Example

<h1>SARAH JONES</h1>	<p>Student interested in STEM</p> <p>Part-time employee</p> <p>Robotics enthusiast</p>
<h2>PROFILE</h2> <p>Enthusiastic leader with a passion for STEM seeking educational and professional opportunities. I work hard to ensure each paper, presentation, and robot is at the highest level with no errors. I enjoy working with others and serve in informal and formal leadership roles for groups that I passionately support.</p>	<h2>EDUCATION</h2> <p>Example HS – Junior</p> <p>3.81 GPA</p> <p>AP World History, Pre-Calculus, Advanced Writing, Advanced Humanities</p>
<h2>EXPERIENCE</h2> <p>Exometown Grocery Store PART-TIME STOCKER (2024-PRESENT) Stocking shelves, reading inventory lists, supporting store operations, being on-time to all scheduled shifts.</p>	<h2>SKILLS</h2> <ul style="list-style-type: none">• Multimedia Communication• Working in Groups• Creative Problem Solving• Persisting through Challenges• Checking & Improving Work• Designing robots• Building & Testing robots• Presenting STEM information
<h2>ACTIVITIES</h2> <p>STEAM Club – Vice President 2024-PRESENT Member since freshman year. Participated in the Annual Showcase all three years. Lead finances.</p> <p>ROBOTIC DESIGN 2022-PRESENT Built an edMe Robotics boat controlled by an app that can go 100 yards.</p> <p>AWARD-WINNING WRITER 2024-PRESENT Won <i>How to Build a Safety Suit</i> competition essay competition and received \$500 prize. Placed 3rd in the Arts category of my school's STEAM competition.</p>	<h2>CONTACT</h2> <p>☎ 000-555-1234</p> <p>💬 Sarah_Jones</p> <p>✉ example@myedme.com</p> <p>🌐 www.example.com</p>