



FFA Resume Generator Lesson Plan

FFA Resume Generator: What Do I Need?

Created: 02/2018 by the National FFA Organization

DESCRIPTION: A worksheet that will outline all of the necessary items for students to consider before they use the FFA Resume Generator.

STUDENT LEARNING OBJECTIVES:

After completing these activities, students will ...

1. Identify components of a resume.
2. Identify how to gather information to use with a resume.

EXAMPLE ACTIVITIES: This worksheet can be used to gather all of the information students will need to complete their resumes before they begin using the FFA Resume Generator.

THESE ACTIVITIES ARE ALIGNED TO THE FOLLOWING STANDARDS:

FFA Precept

- FFA.PL-A.Action: Assume responsibility and take the necessary steps to achieve the desired results, no matter what the goal or task at hand.
- FFA.PL-F.Continuous Improvement: Accept responsibility for learning and personal growth.
- FFA.PG-I.Professional Growth: Assume responsibility for attaining and improving upon the skills needed for career success.
- FFA.CS-M.Communication: Effectively interact with others in personal and professional settings.

AFNR Cluster Skills

- CS.05. Describe career opportunities and means to achieve those opportunities in each of the Agriculture, Food & Natural Resources career pathways.

Common Core- Writing

- CCSS.ELA-Literacy.W.9-10.2 Write informative/explanatory texts to examine and convey complex ideas, concepts, and information clearly and accurately through the effective selection, organization, and analysis of content.

Common Core- Speaking and Listening

- CCSS.ELA-Literacy.SL.9-10.1 Initiate and participate effectively in a range of collaborative discussions (one-on-one, in groups, and teacher-led) with diverse partners on grades 9-10 topics, texts, and issues, building on others' ideas and expressing their own clearly and persuasively.

AFNR Career Ready Practices

- CRP.04. Communicate clearly, effectively, and with reason. Career-ready individuals communicate thoughts, ideas and action plans with clarity, whether using written, verbal and/or visual methods.
- CRP.10. Plan education and career path aligned to personal goals. Career-ready individuals take personal ownership of their own educational and career goals, and the regularly act on a plan to attain these goals.

Partnership for 21st Century Skills

- Communication
- Initiative and Self-direction
- Leadership and Responsibility

NAME: _____

What Do I Need?

Aligned to the following standards: FFA.PL-A., FFA.PL-F., FFA.PG-I., FFA.CS-M., CS.05., CCSS.ELA-Literacy.W.9-10.2, CCSS.ELA-Literacy.SL.9-10.1, CRP.04., CRP.10.

DIRECTIONS:

Use the worksheet below to determine what information you need for your resume. Have this completed worksheet with you when you work with the FFA Resume Generator to complete your own resume. If there is a section that you do not have experience with, just skip that box and head to the next.

Information Needed	Your Information
What is your objective? (Your objective should explain your career and educational goals.)	
Where have you worked? Include all dates that you were employed, job duties, and addresses for each place of employment.	
What leadership experience do you have? Include all opportunities that you have had as a leader within organizations. Examples: Holding an office within a club or being a team captain	
What community service have you done? The focus here is on all of the volunteer work completed in your school career. Examples: worked for the local food pantry or animal shelter	
What classes have you taken? Highlight schoolwork that taught skills relevant to the job for which you are applying.	
Have you received any awards or honors? If so, list them in the box along with the year you got the award or honor.	

NAME: _____

List someone that can serve as a reference for you. Always be sure that you ask whomever you put down as a reference if they are willing to be your reference. It is best if these individuals are bosses, supervisors, coaches or teachers. It is important that all individuals listed are not relatives or friends.	
List a second person that can serve as a reference for you. Always be sure that you ask whomever you put down as a reference if they are willing to be your reference. It is best if these individuals are bosses, supervisors, coaches or teachers. It is important that all individuals listed are not relatives or friends.	
List a third person that can serve as a reference for you. Always be sure that you ask whomever you put down as a reference if they are willing to be your reference. It is best if these individuals are bosses, supervisors, coaches or teachers. It is important that all individuals listed are not relatives or friends.	

ADDITIONAL ITEMS TO NOTE:

1. List any clubs or teams that you are associated with as well as the years of participation.

2. List any FFA activities that you have done along with the years you participated.

3. What year were you in the following grades (start with the grade you are in now and work backward):

Senior (12th Grade): _____

Freshman (9th Grade): _____

Junior (11th Grade): _____

8th Grade: _____

Sophomore (10th Grade): _____

7th Grade: _____