

Career Exploration: 10th - 12th Grade Series

Lesson 2 and 3: Résumé Development

Estimated Lesson Length:	2, 50 minute class periods
Recommended Grades:	10-12th
Related LifeKnowledge Lesson:	LifeKnowledge HS 37
Objective(s): The student will be able to:	
✓ Create a resume.	
Materials, Supplies, Equipment, References and Other Resources:	
Course textbook Computers with word processing capabilities Career research notes and job listings from prior day Creating a Resume activity sheet (AS 2.3) 4 pages	



Lesson Plan:		
STEPS (What to Do)	Procedures (How to Perform the Step)	Time*
1. Interest approach:	<i>Review prior day.</i> After completing attendance and announcements, remind the students of the progress they have made so far in considering potential careers and career success so far this week.	5 minutes
2. Career Brochure Activity – Creating the Draft (Day 1) 	For the next two days, the students will each be creating a personal resume. This will be a resume they can use on proficiency applications and to apply for jobs. Explain that their resume should include all information that would be needed to help someone to decide if they are qualified for a job. By the end of today, they will need to submit a paper and pencil/pen draft of their resume. The following day they will have the opportunity to enter it on the computer in a word processing program. Let them know that the resume needs to be neat, accurate and contain all of the information included on the activity sheet. <i>Distribute copies of the activity sheet (AS 2.3) included with this lesson.</i> Review each of the items on the activity sheet to make sure the students are clear on what is being requested. When all questions have been answered, allow the students to begin work on their pencil and paper draft of their resume. As the students are working, roam the room to provide suggestions and guidance. <i>At the end of day one, review each student's draft copy. If it is not ready, ask them to take it with them as homework. They need to have the draft complete prior to class the following day.</i>	40-45 minutes
3. Resume Activity – Final Product (Day 2)	After completing attendance and announcements, remind students that their resume needs to be complete by the end of the day and it must include all of the items on the activity sheet! Allow students to begin work on the computers, entering their draft document into its final electronic format. As students complete their resumes, ask them to submit them along with the activity sheet.	45 minutes

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Lesson Plan cont.:		
STEPS (What to Do)	Procedures (How to Perform the Step)	Time*
4. Summary, review and projects to collect	Commend the students on their work and collect hardcopy of their resumes, career research information and job posting generated in Lesson 1.	5 minutes

Creating a Résumé

Your task is to create a one or two page résumé that includes the following sections.

- a. Name/address/phone number/FFA chapter
- b. Career objective
- c. Education
- d. FFA leadership activities /awards
- e. School leadership activities/awards
- f. Community leadership activities/awards
- g. Professional associations
- h. Other accomplishments
- i. References

Additional information on each of these items is included in the following pages. In addition, an example résumé is included to guide your layout and design.

Background/Reference Information

(Copied from National FFA Proficiency Handbook, pages13-14)

A résumé is a written account of your experiences and accomplishments that you use to explain to potential employers why you are the most qualified person for a specific position. Sooner or later, if you want a job, you will need to develop a résumé.

Your involvement in agricultural education and FFA has provided you with numerous noteworthy employment and career-related opportunities. Recording these accomplishments, as they happen, is one of many steps you can do to prepare yourself for one of the many challenging and rewarding agricultural careers.

a. Name/address/phone

Include your name, current address and telephone number

b. Career objective

Indicate both short- and long-term specific career goals.

c. Education

List specific courses, seminars or other educational experiences that helped to prepare you for your stated career objective.

Examples:

- attended seminars on specific topics of interest
- earned state-level certification for pesticide and herbicide applications
- toured three commercial greenhouse operations
- completed a plant science short course
- participated in a one-week ecology camp
- attended a garden seed seminar

d. FFA leadership activities/awards

Leadership development opportunities come in many different forms. Some activities are the direct result of FFA membership, while others are offered by the school and community and are available to all students.

Examples:

- FFA offices held—junior officer, secretary or president of chapter

- Major committee assignments—chairperson of fundraising or spring banquet
- State, national conventions—courtesy corps member, chapter or state delegate
- Recognition received—Star Greenhand, Chapter Star Farmer, Chapter Star in Agribusiness, Chapter Star in Agricultural Placement, Chapter Star in Agriscience, State Star Farmer, State Star in Agribusiness, State Star in Agricultural Placement, State Star in Agriscience, chapter member of the year, 100 percent attendance at chapter functions

e. School leadership activities/awards

Include major school leadership activities and accomplishments that were available to all students.

Examples: class officer, member of various clubs (Spanish, VICA, DECA, etc.), homecoming events, National Honor Society, Who's Who Among American High School Students, organized sports (track, basketball, etc.), school audio visual/TV production staff, school librarian staff, school newspaper, yearbook staff, band, chorus, drama and class plays

f. Community leadership activities/awards

Include major community related activities.

Examples: fire department volunteer; superintendent of beef department at the county fair; junior scout leader; scouting program member; hospital, nursing home or child care center volunteer; church youth group member, officer or usher and volunteer naturalist at county park

g. Professional associations

Examples: subscriptions to agricultural-related publications; vice president of county hunting club; member of local, state and/or national nursery associations; member of state honey producers association, Ducks Unlimited, livestock breed association, FFA Alumni affiliate or other associations

h. Other accomplishments

Include all other accomplishments that have been achieved during the years covered by your application.

Examples:

- exhibited cheese at the State Cheese Manufacturers Association meeting
- winner of DAR essay writing award

i. References

References are a normal part of a business résumé. It is best to have references from individuals who are not related to you. List the names, addresses and phone numbers of three people who can serve as good references for you. Do not send/attach letters for this item.

Bob Van Morrison
4636 Havenwood Road
Anytown, XX 00000
(555)-875-0527

Career objective

My short-term goal is to obtain work experience and a two-year degree in horticulture. My long-term goal is to operate my own landscaping business in my hometown.

Education

Took landscaping design course at local community college
Attended three-day night course through Cooperative Extension Service
Toured two local greenhouses

FFA Leadership activities/awards

Star Greenhand, freshman year
Star Chapter Agri-businessman, junior year
Chairman, spring flower and bulb sale committee
Chapter reporter, junior year
Section reporter, senior year

School leadership activities/awards

Class treasurer, freshman year
Cross country team, sophomore-senior year
Band, Chorus, freshman-senior year
National Honor Society, senior year

Community leadership activities/awards

Assistant superintendent, horticulture department at county fair
Member, United Methodist Church
Volunteer worker, annual Lions Club fundraiser

Professional associations

Junior member, National Turf Growers Association
Subscriber, Landscaper International
Member, Ducks Unlimited

Other accomplishments

First place, floriculture arrangement, county fair, sophomore year

References

John Doe
5678 Second Place
Here, XX 00000
555-000-0000

Mary Jay
1234 First Place
There, XX 00000
555-555-5555

Don Done
9101 Third Street
Over, XX 00000
000-555-5555