

Career Module Lesson Plan

Enhancing Your Resume

Learning Objectives:

- Explain how to highlight most relevant experience on their resume
- Demonstrate ability to write strong bullet points
- Examine job descriptions for keywords and skills to parallel on their resumes

Time: 50 Minutes (each lesson plan is designed for a 50-minute class period. If you have additional time, please see next steps section below and incorporate homework ideas as class activities)

Materials: PowerPoint

Notes for Instructors:

- Please note: this PPT is for a general audience. If you would like a PPT customized to resumes in your field, please contact your liaison! We can help with adding example bullet points and jobs for your field.
- Resumes presentations often bring up lots of specific questions. Feel free to keep a running list of student questions then email our office for answers. Email your liaison or careerservices@wcu.edu.

Outline:

- Warm Up (5 minutes): Introduce today's topic of resumes and share why you chose to include this topic in your curriculum. Split students into small groups and have them discuss their current ideas for what they would like to do after graduation. Based on your class, their interests may vary widely or be within a similar field. If it is in a similar field, ask them to discuss areas of specialization (commercial vs residential construction, health care with older individuals vs children, marketing with a creative firm or within the marketing department of an organization). Ask 3 students to share out their career ideas.

*Be sure to let students know it's okay if their plans are still a little vague or if they have several options to share those. Discussing post-graduation plans can cause stress and anxiety in some students and the goal of this warm up is to have them start thinking about their careers so they can consider the types of skills and experiences most relevant to that field.

- Present Info (40 minutes): PPT with learning activities embedded
- Wrap up (5 minutes): Check in for questions and discuss next steps for this topic or class

Next Steps/Homework:

Have students search for two internships or jobs in their field and have them identify the keywords and skills sought by the employer. Next, identify which of these skills and experience they can highlight on their resume and where – relevant coursework; previous work, internship, research, volunteer, or extracurricular experiences; skills section.

Create (or update) their resume and complete:

- Option 1: a peer review with a classmate in or out of class to conduct resume reviews together using the resume rubric
- Option 2: a drop-in resume review with a Peer Mentor drop in session with the Center for Career and Professional Development for a resume review. Encourage students to take notes during their drop-in.

Ask students to turn in their initial draft, review feedback, and an updated copy of their resume.

*This assignment could be combined with selecting an internship or job opportunity of interest and tailoring their document to that opportunity.

Resources:

Resume Rubric

Skills Checklist

[Professional Handbook](#)

[Big Interview resume video curriculum](#)

[6 Trends to follow if you want to land an interview](#) from Vault

[I've reviewed hundreds of entry-level résumés. Here's what it takes to get my attention.](#) from Fast Company