

Career Module Lesson Plan

Starting Your Resume

Learning Objectives:

- Explain resume layout best practices
- Utilize appropriate sections and reverse chronological order for their resume
- Demonstrate ability to write strong bullet points

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

- This PPT helps students to develop a general resume. It is best practice that they tailor their resumes to the positions to which they are applying but this PPT is for students who are writing their first resume or receiving resume guidance for the first time.
- 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): Have students take two minutes to write down their previous experiences such as volunteering, internships, jobs, research, student organizations, athletics, etc. and the skills they gained or demonstrated through these experiences. Encourage them not to limit themselves in jotting down what they've done! Once time is up, have them partner with one other student and share two experiences they are most proud of the skills they have gained from those experiences. If you are teaching a distance class, have students share the experiences and skills they are most proud of in a discussion board or via video sharing, such as FlipGrid.

If your class is more than 50 minutes, consider asking 2-3 students to share with the full group.

- 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:

Use skills checklist to identify transferable skills

Create (or update) their resume and complete:

- Option 1: a self-evaluation using the resume rubric

- Option 2: a peer review with a classmate in or out of class to conduct resume reviews together using the resume rubric
- Option 3: 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.

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