

Lesson plan “Resume/CV - A successful career tool”

Description of activity

This lesson plan is a didactic proposal on how students can get to know what exploring career opportunities is, and what a successful resume is. It spans over 2 45 min teaching periods. This lesson plan is based on cooperative learning principles. When students dream of their ideal future job they nearly always envision it related to their interests, wealth and personal success. However, life itself may crash one’s ambitions head-on to the ground. This lesson plan opens a small crack into the challenges and demands of the jobmarket, showing students some basic, necessary ways to research job openings, career descriptions and skills needed to enter their dream professions. It can serve a class of 20-25 students, or more. Students work mostly in pairs.

Supplies: Notebooks, access to a PC, active internet connection, projector, USB sticks

Preparation: Arrange the classroom in group tables that can hold 4-6 students. Have the sites:

1. <https://www.thebalancecareers.com/resume-formats-with-examples-and-formatting-tips-2063591>
2. <https://europass.cedefop.europa.eu/documents>
3. https://www.eoppep.gr/teens/index.php?option=com_videos&view=playvideo&Itemid=740&videoid=123

ready on your PC.

Methodology

Lesson parts	What do we do?	objectives
Investigation duration 15- 20 mins	<ol style="list-style-type: none"> 1. Divide students in pairs. 2. Ask them to write their ideal future job in their notebooks. “My ideal future job is...”. 3. Have them write down the most important reasons for choosing this job. 4. Have them write down what studies are required for this particular job 5. Students swap notebooks and read their partner’s descriptions. 	<p>This investigation activity is designed to catch the learners’ attention, promote inquiry skills and engagement with the lesson. Also it allows students to exercise problem-solving abilities. It introduces students to a larger concept, does not have a right or wrong answer, and requires higher order thinking skills. Furthermore it strengthens critical thinking skills, cooperation and communication skills between learners. Students are able to generate ideas and concepts concerning the way they perceive their inclinations and priorities in life.</p>
Lesson parts	What do we do?	objectives

<p><u>Students' turn</u> duration 20 mins</p>	<ol style="list-style-type: none"> 1. Students remain in their groups. 2. Having swapped their notebooks, they use link number 3 to find the ideal career for their partner. 3. They present their conclusions to the class with justified reasons . 	<ol style="list-style-type: none"> 1. Students increase collaboration & brainstorming thus improving their productivity. 2. Students develop their interpersonal relations, their peer support and understanding. 3. Students learn responsibility, reliability & accountability, because they must decide on their partner's behalf sth very important. 4. The process of building ideas is key to learning and stimulating thinking in many ways.
<p>End of first teaching period. Allow some minutes for students to rearrange the layout of the classroom</p>		
<p><u>Have you got what it takes?</u> Duration 20 mins</p>	<ol style="list-style-type: none"> 1. Students resume positions and partners. 2. Teacher introduces links 1 & 2 explaining that they contain different kinds of resumes & CVs both in written & digital forms. 3. They go through the webpages together from the projector so as everybody understand what we are talking about. 4. Students decide which kind of resume/CV they will create. 	<p>Share samples with students, and discuss the basic information, structure and purpose of a resume as a class. Help students see that different jobs may require different information on a resume/ CV, and talk about how employers use these credentials to evaluate potential candidates for a job. Explain that employers will look at more than facts; they will often conduct Internet searches, and explore social media pages to observe potential candidates' strengths & weaknesses. Employers seek more than qualification lists! Help students understand that their online presence is equally as important as writing a professional resume/CV.</p>
<p><u>Let's promote the best you!</u> Duration 20 mins</p>	<ol style="list-style-type: none"> 1. In this section, students create the final outcome of the lesson their partner's resume/CV. 2. They must work as if it were their own, assessing optimal qualifications, education and skills. 3. All students' work is downloaded and saved. This can serve as reference for future classes. 	<ol style="list-style-type: none"> 1. Students gain awareness of qualification presentation in a formal content. 2. They gain insight of the additional skills (soft skills) required in today's job hunting. 3. They realise that they need to improve their holistic skills and not only their academic skills. 4. They learn how to make themselves competitive in the workplace and how to stress their strong points in their personality.