*English Instructional Plan –* **The Elements of an Effective Resume**

**Primary Strand: 11.6, 12.6 Writing**

**Integrated Strand/s: 12.1, 12.2 Communication and Multimodal Literacy**

**Essential Understanding:**

A resume is a form of writing that must be developed with a particular awareness of audience and purpose.

**Essential Knowledge, Skills, and Processes:**

* use effective rhetorical appeals to establish credibility and persuade the intended audience
* develop technical writings (e.g., job description, questionnaire, job application, or business communication) that address clearly identified audiences and have clearly identified purposes
* complete employment forms (e.g. résumé, personal qualifications in a letter of application)

**Primary SOL:**

**12.6i** Write to clearly describe personal qualifications for potential occupational or educational opportunities

**Reinforced (Related Standard) SOL: 12.6h**

**Academic Background/Language:** resume, infographic, cover letter

## Materials: copies of cover letters, resumes, digital resumes, and infographics that detail the traits of an effective resume/cover letter

## Student/Teacher Actions: What should students be doing? What should teachers be doing?

* Put students into small groups. Provide students with examples of effective cover letters, resumes (annotated sample attached), digital resumes, and infographics that detail what an effective resume looks like.
* Students will independently analyze the handouts and record observations. (What do they notice? What stands out? What are common elements?)
* Pick a recorder and a reporter. One at a time, students share their findings with the group. The recorder takes notes.
* Next, the group uses their observations to come to a consensus on what they believe the top three-five rules of the resume and cover letter to be. The reporter will share the group consensus with the entire class. Keep a record of responses where everyone can see them -- put a check mark beside duplicate answers. Use the responses to facilitate a discussion about effective cover letter and resume writing.
* Research a person of interest (world leader, celebrity, athlete, author, book character, etc.) and complete a brief career and life history. Then, using the rules the class established for an effective resume, create a resume and cover letter for that person. Receive peer or teacher feedback and apply that feedback to create a personal resume and cover letter.

**Assessment (Diagnostic, Formative, Summative)**

* Complete a 3x3 summarization of the lesson.
  + Write a summary of the lesson/text in 10-15 words.
  + Write a summary of the lesson/text in 30-50 words.
  + Write a summary of the lesson/text in 75-100 words.

**Extensions and Connections (for all students)**

* View examples of and create a digital resume.
* Participate in mock job interviews.

**Strategies for Differentiation**

* Provide resume templates

*Note: The following pages are intended for classroom use for students as a visual aid to learning.*

Sample from: [Businessinsider.com](https://www.businessinsider.com/why-this-is-an-excellent-resume-2013-11)

