Brooklyn Emerging Leaders Academy

U1.L6 - Academic Resume & profile page design

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| Teacher(s) | Edwin Jaquez | Course | | Web Development | | Unit Title | [Unit 1- Career Exploration, Employability / Intro to Web Design](https://drive.google.com/open?id=1yGNRU0_k27j4bWIY5qFGA1uEiUT3ASwg8pCt3e6PChY) |
| Lesson # | 6 | Total Time | | 80 Minutes | | Dates | **B Days** |
| Objectives: | | | | | | | |
| * **Design and create an academic resume by analyzing prior experience and online template designs, using google docs.** | | | | | | | |
| Assessment—Exit Ticket Questions | | | | | Student Exemplar Responses to the Exit Ticket Questions | | |
| **[Google Classroom question]**  *Students answer the following questions\prompts;*   1. What is a Resume? 2. What information do you think is important to include in a Resume? | | | | | 1. A resume or resumé is a document used and created by a person to present their background, skills, and accomplishments. 2. 1. Contact and header 2. Summary 3. Skills 4. Work Experience 5. Education | | |

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| Lesson Methods | |
| Activating Strategy/Hook | Time: 10 Minutes |
| **Do Now:**  **[ Google Classroom ]**  *Answer the following questions:*   1. Imagine your dream job. What would it be and where? 2. What would you say to the recruiter? Write a short 3-5 sentence paragraph explaining why you would like to work for that company. 3. What are some skills you might need in order to qualify for this position? - Feel free to do a boolean search and see if this position exists for this company.   This lesson we will be looking at a few resume examples, discussing the do’s and don'ts of resume building and the process of building our own Academic resume. This resume will be a part of our Website, which we will also use as a virtual portfolio of the projects we’ll be working on in class. | |
| Lesson Lecture | Time: 30 Minutes |
| **Introduction to Resume Building:**  **What is a Resume?**  A résumé or resume is a document used and created by a person to present their background, skills, and accomplishments. Résumés can be used for a variety of reasons, but most often they are used to secure new employment. A typical résumé contains a "summary" of relevant job experience and education.  **Formats, Templates, and Examples:**  **Formats**   * The format of your resume structures the organization of your professional story. There are three main formats: chronological, functional, and hybrid. The resume format that will best showcase your accomplishments mostly depends on your background and industry. * Provide students access to the following 3 Examples. (<https://www.myperfectresume.com/best-resume-formats>) * They may use templates provided via the Google Classroom.  |  |  |  | | --- | --- | --- | | **Chronological Resume Format** | **Functional Resume Format** | **Hybrid Resume Format** | | A chronological resume is the standard resume format. It clearly shows off the companies you’ve worked for, and length of employment. To build it, list jobs in reverse-chronological order, starting with your current or most recent job, and then moving backward.  A chronological resume typically includes a summary, work history, skills and education section in that order. Consider choosing the chronological resume format if you’re looking to stay within the same industry throughout your career, for it provides a clear view of your progress. | A functional resume, unlike the chronological resume, places skills and related achievements center stage. Work history is deemphasized — in fact, this section is typically listing of previous employers and dates.  A functional resume also typically includes a summary, skills or qualification section, work history and the education section in that order. The functional format is great for people new to the workforce, with gaps in their employment history, or embarking on a career change since the functional resume downplays work history and brings marketable skills to the forefront. | A combination or hybrid resume features both chronological and functional styles. This format combines the skills focus of the functional resume with the chronological resume approach capturing your work history.  It’s a best-of-both-worlds approach to resume writing — a format that works nicely for recent college graduates and career changers, as well as seasoned professionals who have worked many similar positions. | | **BENEFITS:**  Preferred format of recruiters and hiring managers  Provides a concise snapshot of your work history  It’s easy to see career progression  **BEST FOR:**  Job seekers with a solid work history  Applicant with a good story to tell  Applicant tracking system scans | **BENEFITS:**  Skills are highlighted  Less emphasis is placed on work history  Can focus on your most important accomplishments  **BEST FOR:**  Job seekers with limited work experience  Individuals with gaps in their work history  Those who are changing careers | **BENEFITS:**  Skills and work experience share the spotlight in this format  Less emphasis is placed on work history  Provides recruiters and hiring managers with chronology  **BEST FOR:**  Those with a diverse employment history  Students and recent college graduates  Those making career changes |   All resume formats consist of five sections. What differs is the order of the sections and how much space your resume layout allows for them. Our best-in-class resume templates and writing tips make it easy for you to create a perfect resume in any format and tailor it to each employer.   1. Contact and header    1. At the top of your resume, place a header that contains your name and contact information. Provide your current phone number and a professional email address so hiring managers can reach you. Our resume examples show you how to present your contact information distinctively and professionally. 2. Summary statement    1. Introduce yourself with a concise, engaging summary that highlights your most relevant skills. Your summary alone can provide enough information to encourage a hiring manager to invite you for an interview. Check out our resume templates and examples to see how it’s done. 3. Skills    1. Your skills section should list six to eight major qualifications. Customize this list according to the preferences and requirements you see in the job posting. Mirroring terms exactly will increase your resume's chance of passing an applicant tracking system. See how My Perfect Resume examples help you craft this section. 4. Work Experience    1. Start each entry in your work history section with the organization’s name and location, your job title, and your dates of employment. Next, provide a bullet-pointed list of top job functions and outstanding contributions. Active language and specific metrics help this section stand out. Our resume builder will help you complete this section with job-specific pre-written text examples for you to include in your writing. 5. Education    1. Most applicants, excluding law and finance job seekers, put their education section last. In this section, list your relevant education. Recent graduates may also list relevant classes and activities, as well as academic honors. View our samples to see how to properly format this section. | |
| Work Period | Time: 35 Minutes |
| **Activity #1:** Creating a Resume using a Template  Formatting and Information:  **Submission of Resume Draft**  **Criteria for Academic Resume:**   * 1 Page in length * Must include the following   + Contact & Header     - Full Name     - Contact information       * Email address   + Summary Statement   + Skills   + Volunteer - Employment History (If Applicable)   + Educational Background & Accomplishments     - Clubs + Extracurriculars   **Submit to the Google Classroom** | |
| Closing/Exit Ticket | Time: 5 Minutes |
| **[Google Classroom question]**  *Students answer the following questions\prompts;*   1. What is a Resume? 2. What information do you think is important to include in a Resume? | |