



Professional Development 101

Summer 2015



Section I: Explore

Discover the world of work



Section I: Explore

Discover the world of work

Section II: Experience

Build your personal toolkit



Section I: Explore

Discover the world of work

Section II: Experience

Build your personal toolkit

Section III: Imagine

Design your future self



Section I: Explore

- Introduction
- Mapping Relational Networks

Section II: Experience

- Attribute Analysis
- Résumé by Design
- Both Sides of the Interview

Section III: Imagine

- Envisioning the Future



Section I: Explore

- **Introduction**
- Mapping Relational Networks

Section II: Experience

- Attribute Analysis
- Résumé by Design
- Both Sides of the Interview

Section III: Imagine

- Envisioning the Future



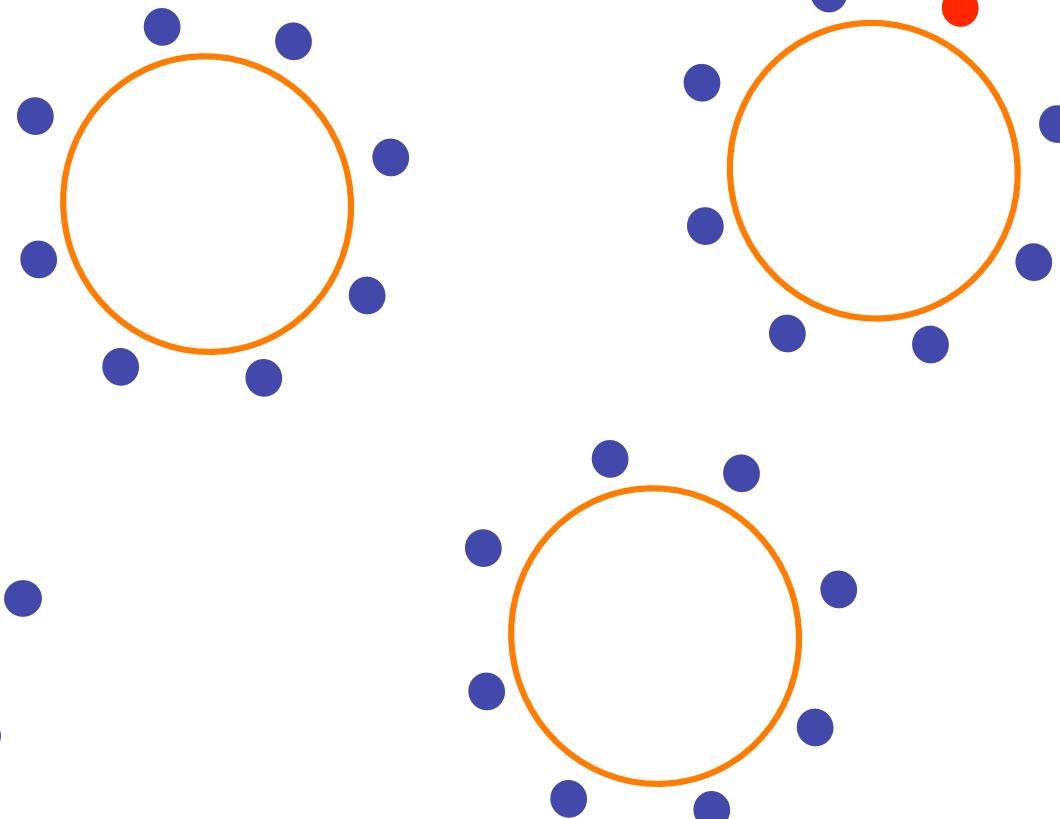
*All work is about
creating value !*



Circle up with a team

● Participant

● Facilitator

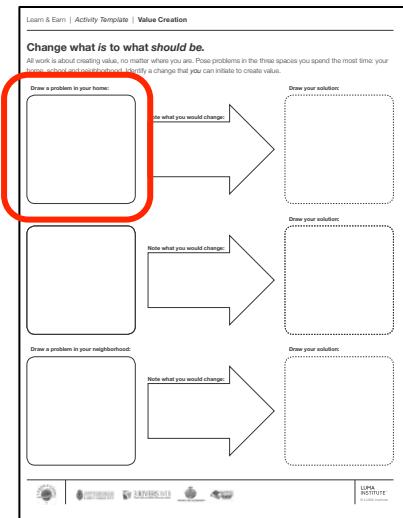


Discuss the following questions...

- How can I make something that people need or want?
- What problem can I solve?
- What creative new idea can I bring to life?
- What is broken that needs to be fixed?
- How can I make someone's life better?
- How can I make something work better and be more efficient?

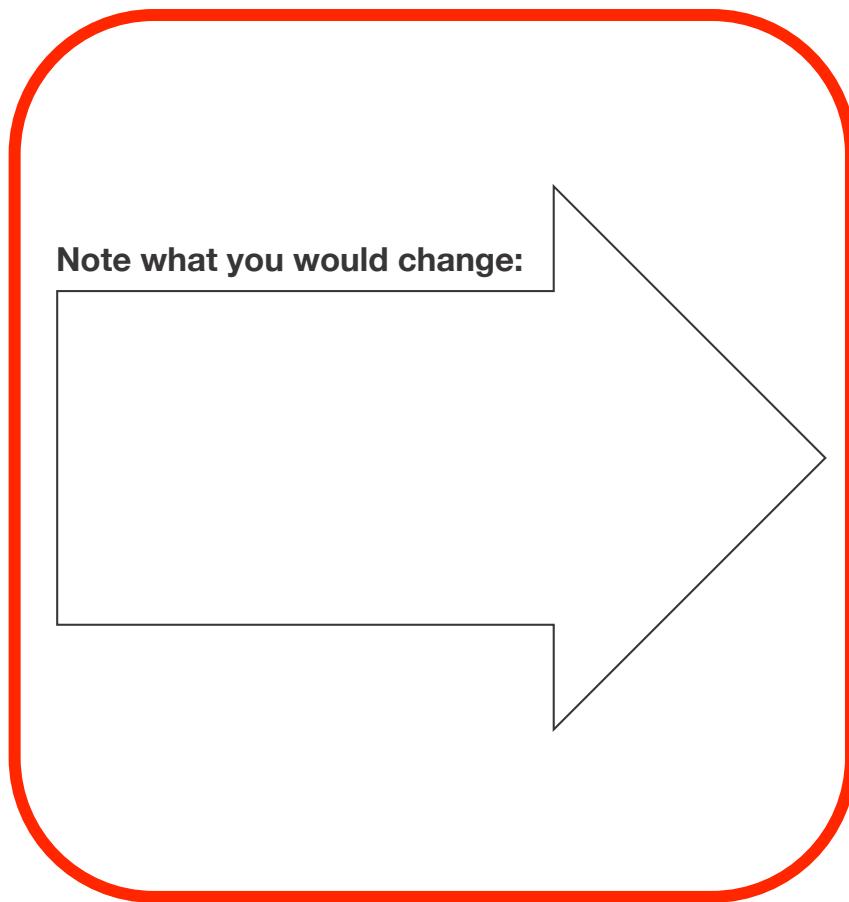
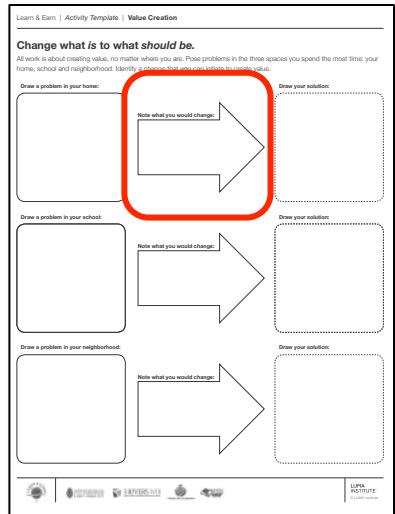


Using the **Value Creation** template, think of a problem you can address at home. Draw or describe it.

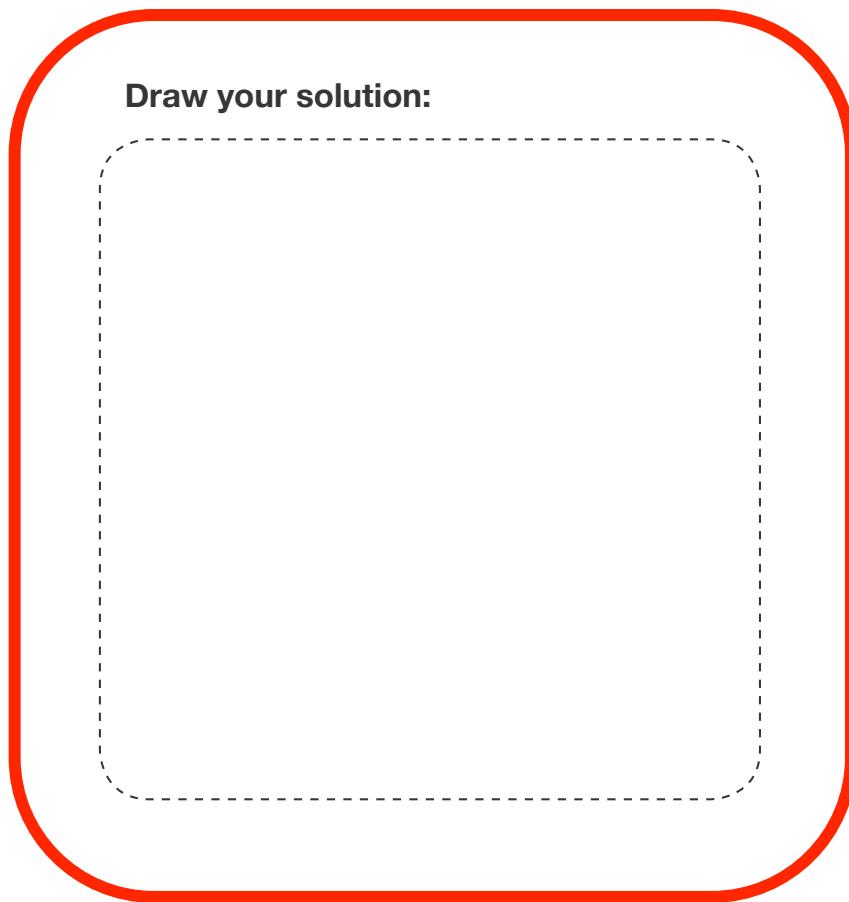
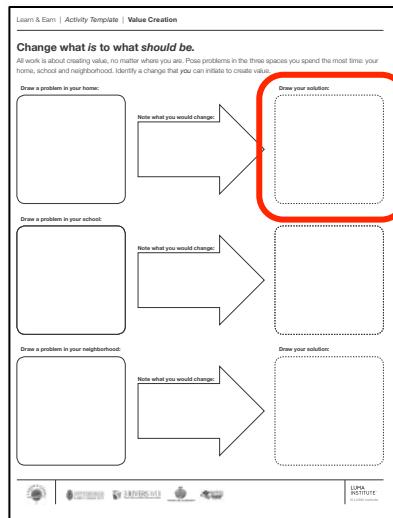


Draw a problem in your home:

Next, think about (and capture) what you would change

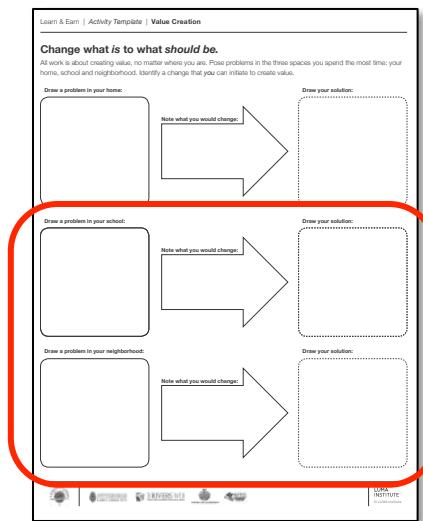


Finally, illustrate your proposed solution



Section I: Introduction | **Opening Activity**

Repeat this process for “school,” “neighborhood”



Draw a problem in your school:

Note what you would change:

Draw your solution:

Draw a problem in your neighborhood:

Note what you would change:

Draw your solution:



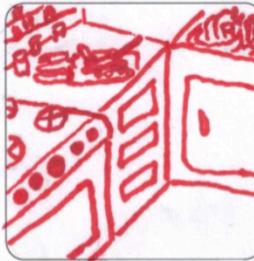
Example:

Learn & Earn | Activity Template | Value Creation

Change what is to what should be.

All work is about creating value, no matter where you are. Pose problems in the three spaces you spend the most time: your home, school and neighborhood. Identify a change that you can initiate to create value.

Draw a problem in your home:



Note what you would change:



dirty dishes

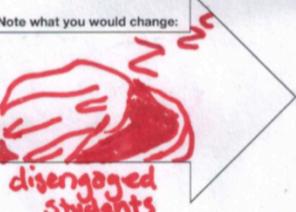
Draw your solution:



Draw a problem in your school:



Note what you would change:



disengaged students

Draw your solution:



BRAND NEW CURRICULUM
Goal: get the students more engaged.
Objectives:

Draw a problem in your neighborhood:



Note what you would change:



fences
abandoned lots

Draw your solution:



“Everyone designs who devises courses of action aimed at changing existing situations into preferred ones.”

HERB SIMON

Nobel Prize Winner in Economics



Section I: Explore

- Introduction
- **Mapping Relational Networks**

Section II: Experience

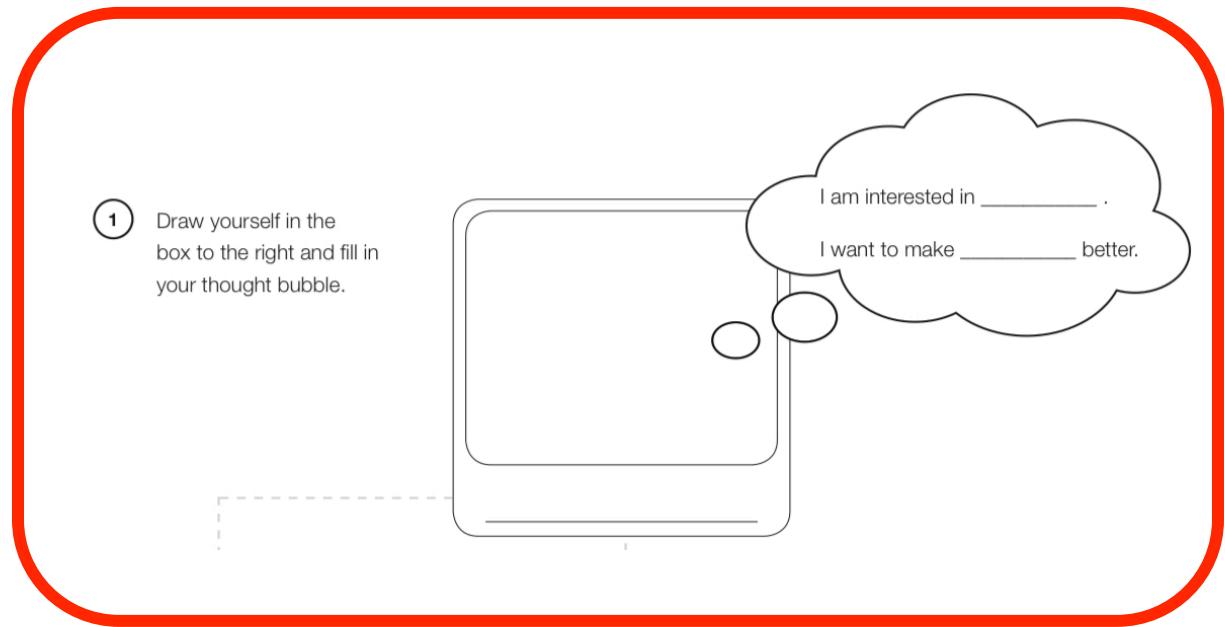
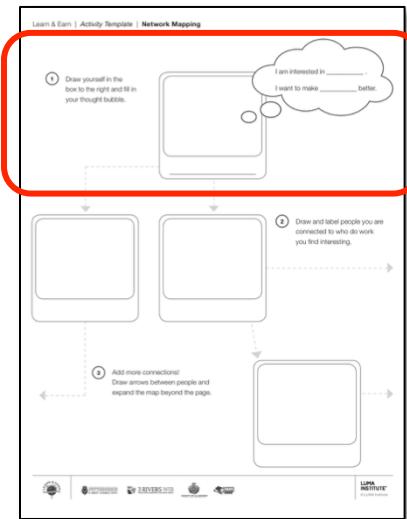
- Attribute Analysis
- Résumé by Design
- Both Sides of the Interview

Section III: Imagine

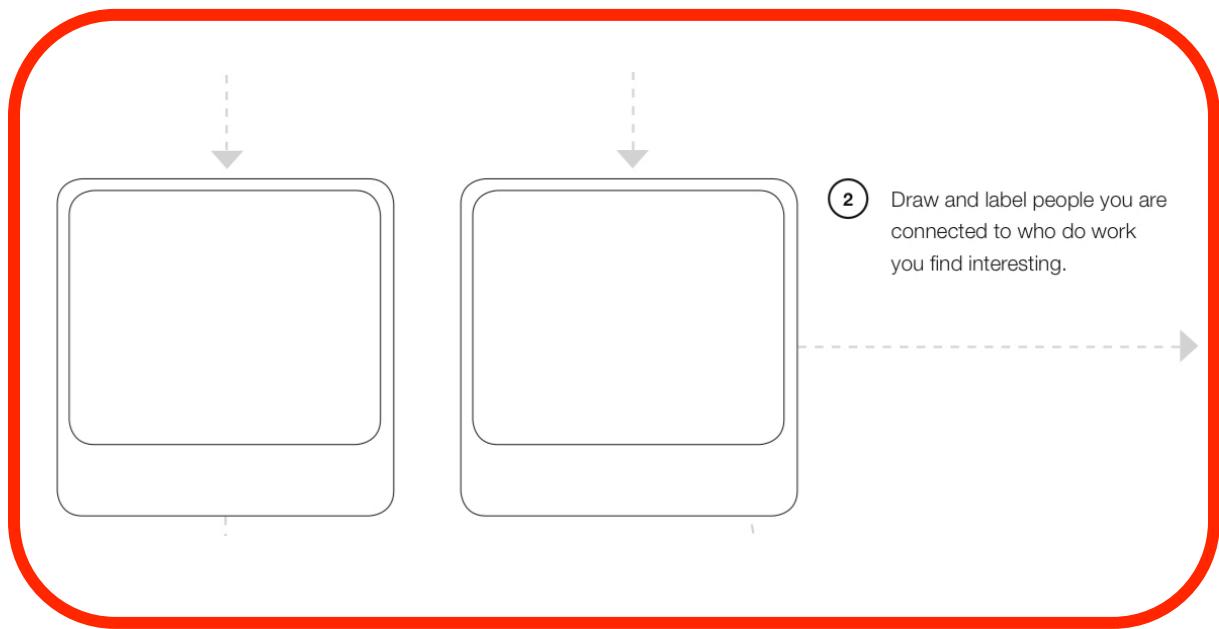
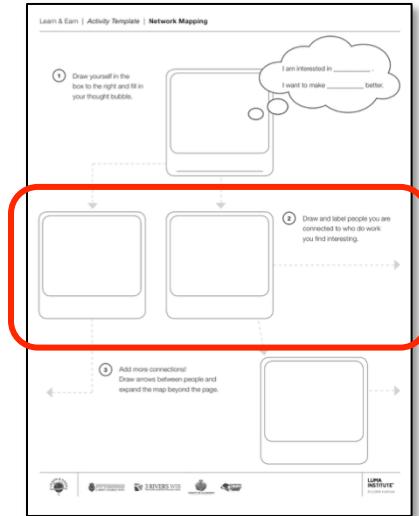
- Envisioning the Future



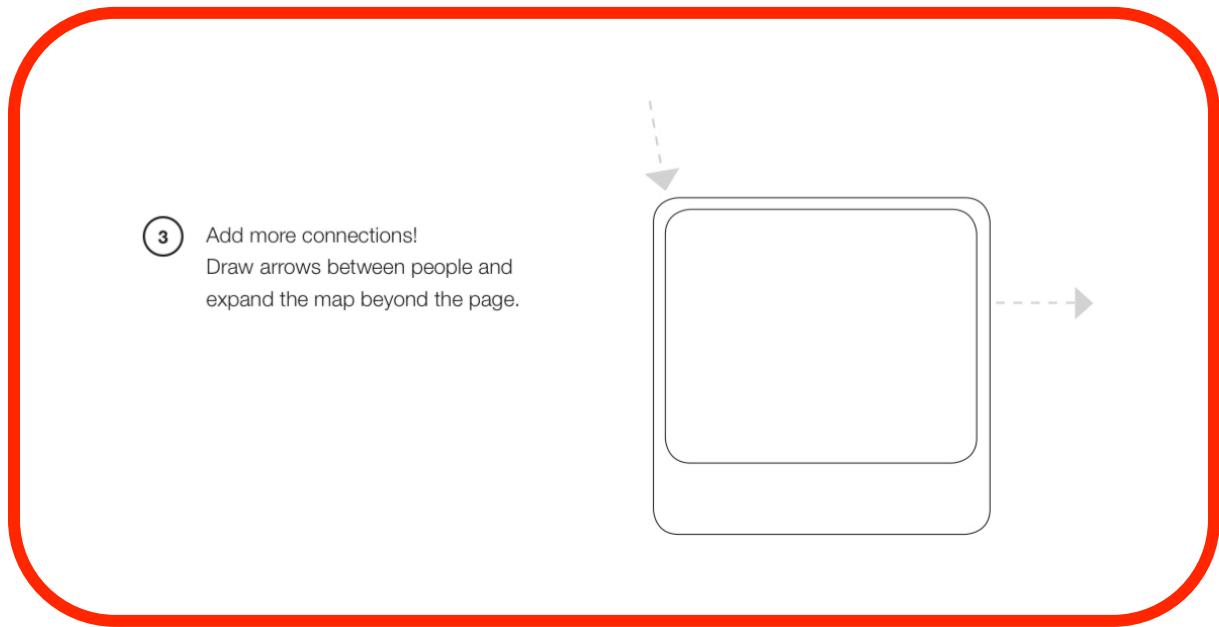
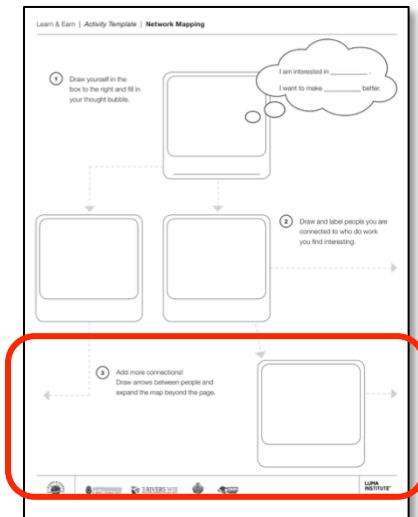
Using the **Network Mapping** template, draw a sketch of yourself, write your name, and fill in the blanks



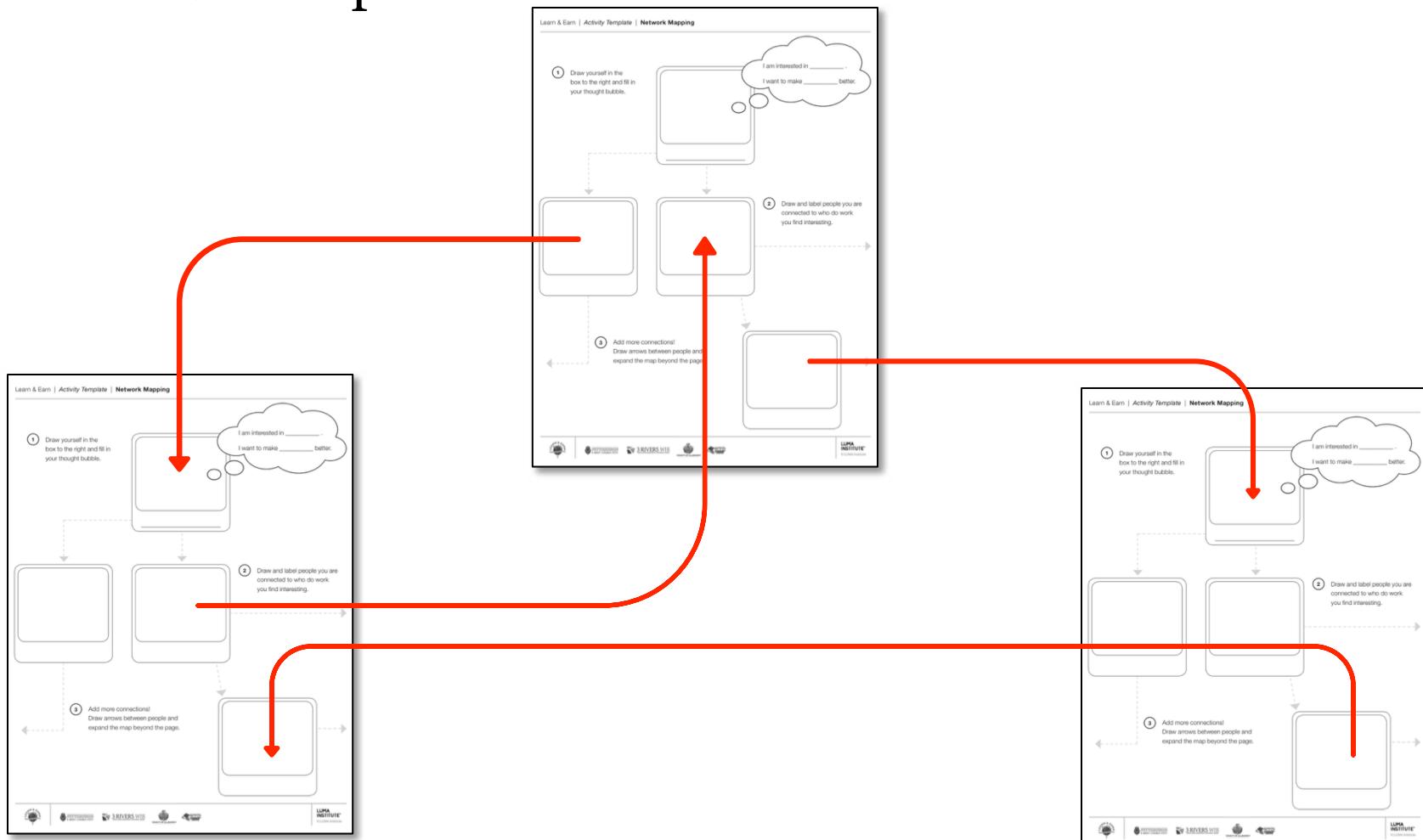
Next, draw and label people to whom are you connected



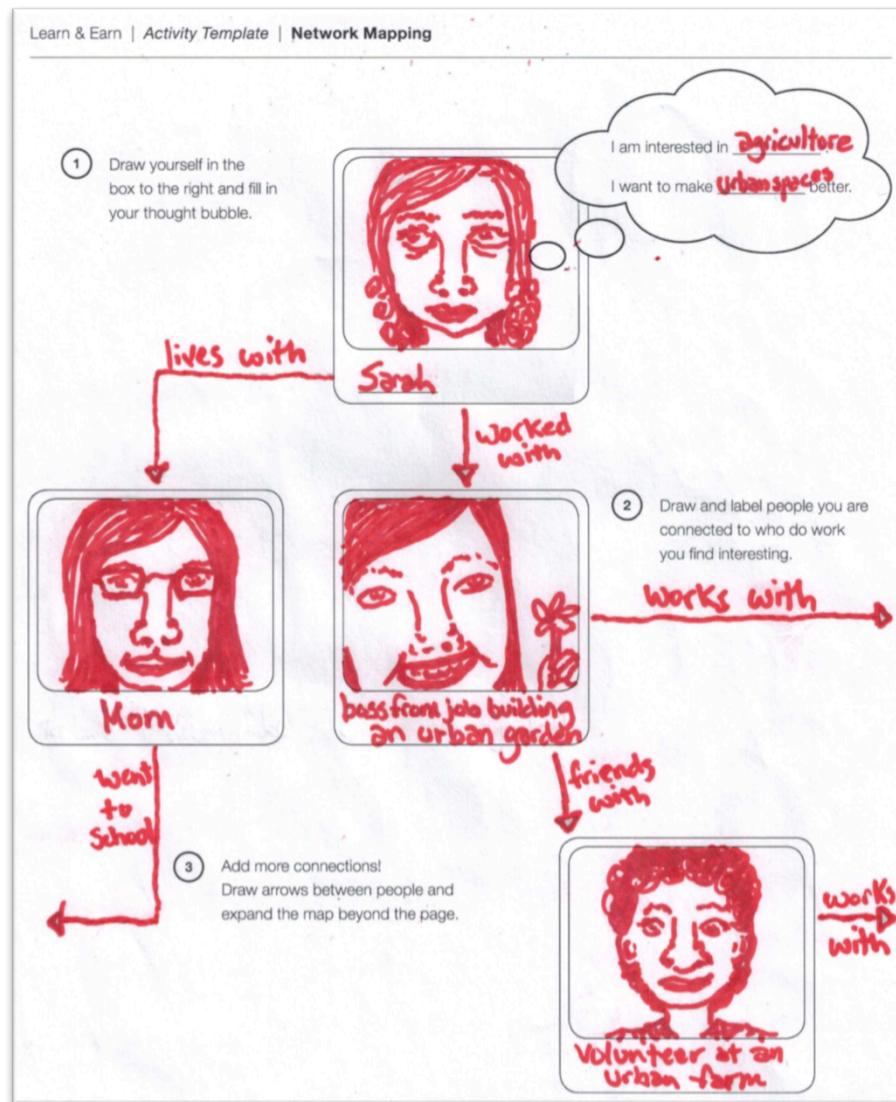
Add more connections! Draw arrows and expand the map beyond the page



Finally, working in groups, draw connections between your network maps



Example:

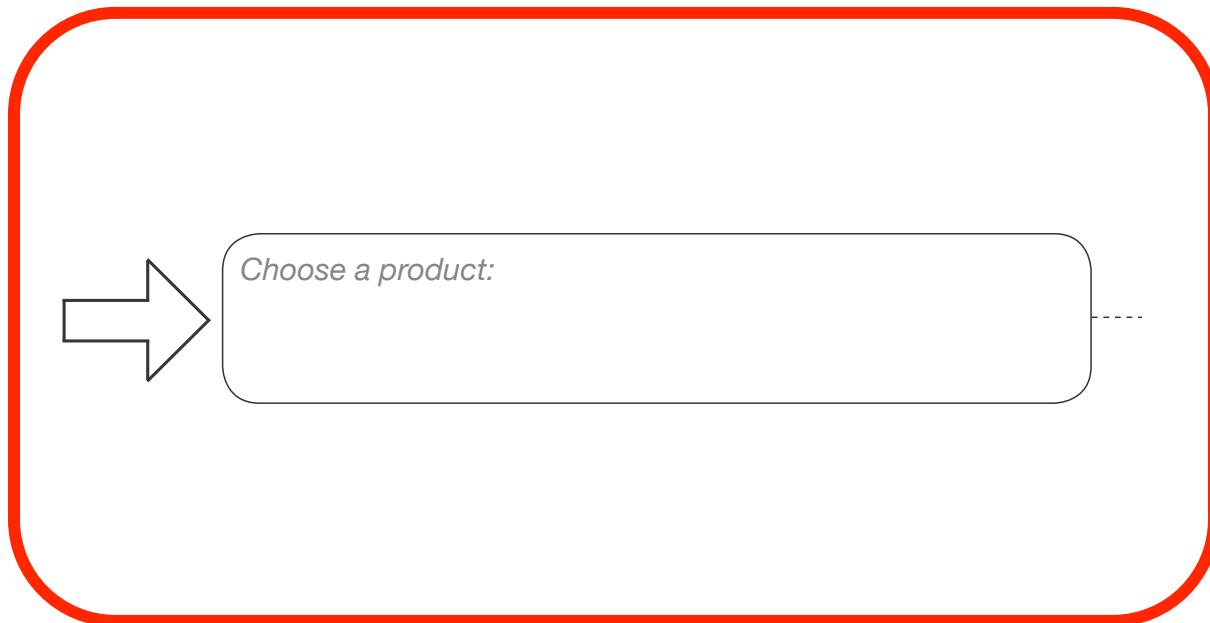
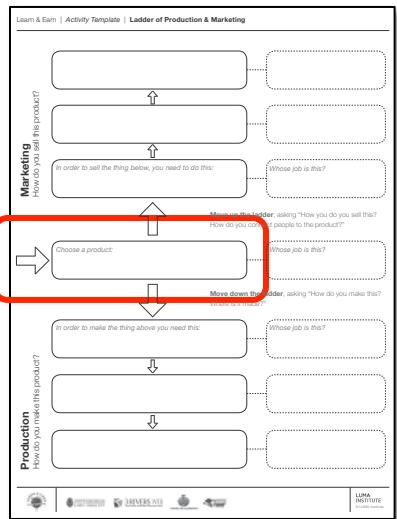


A brief chat on...

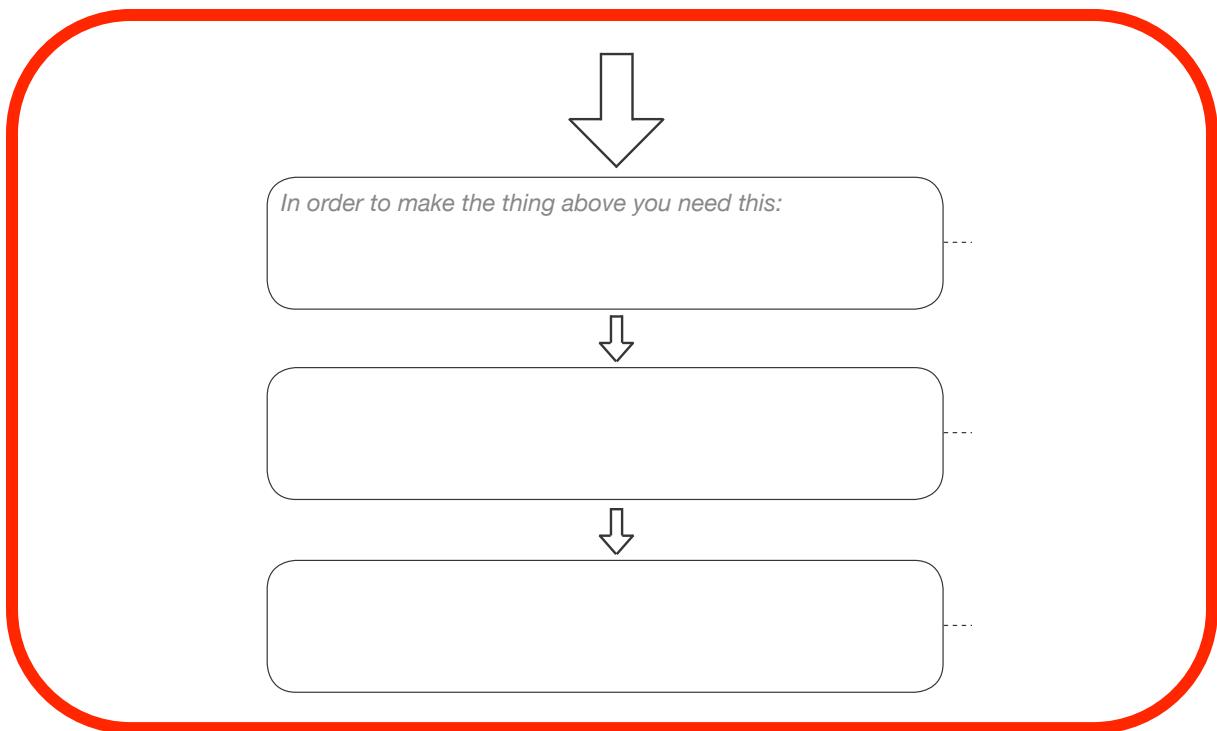
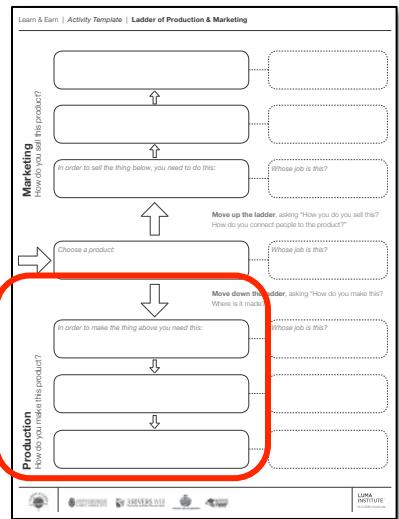
**Tips for building
your network.**



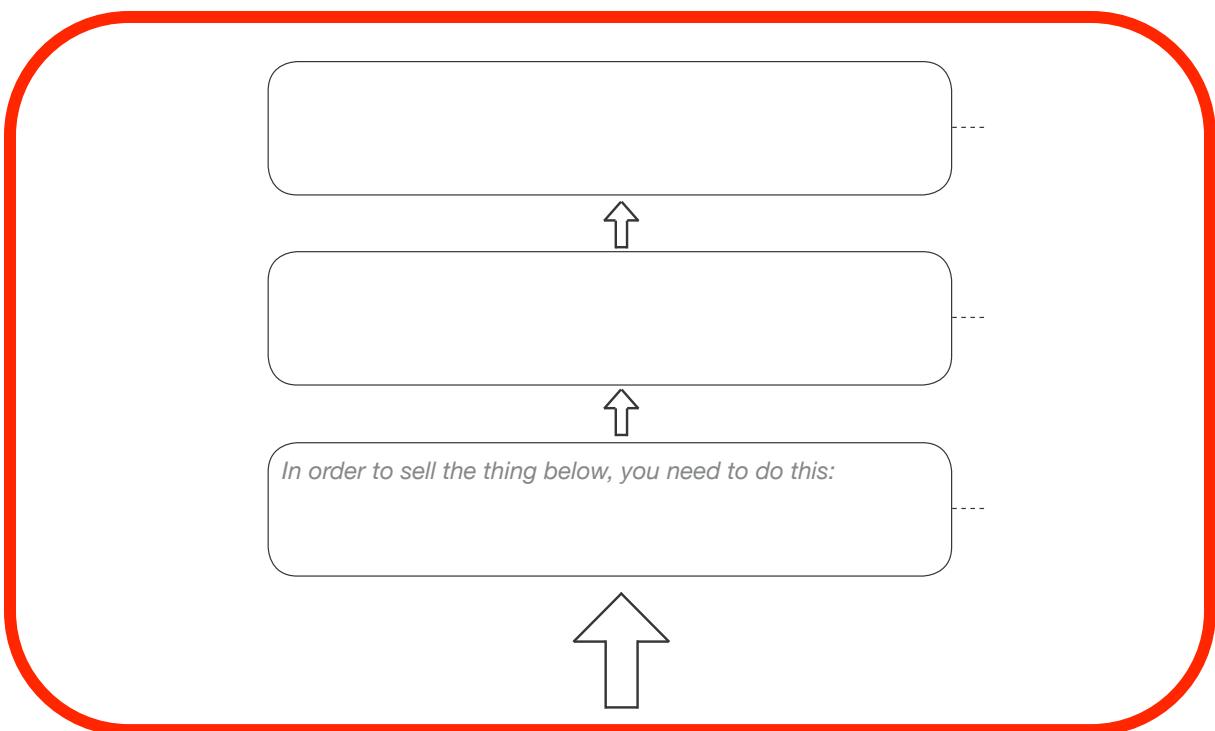
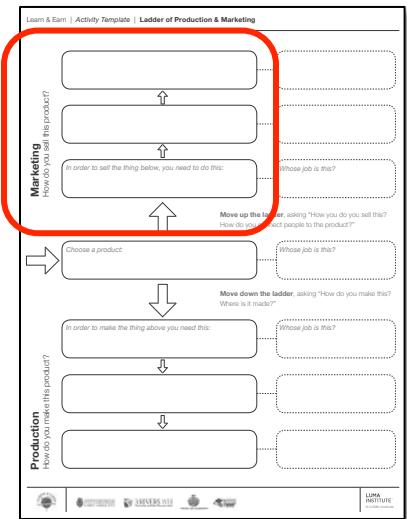
Using the **Ladder of Production and Marketing** template, choose a product you enjoy or would love to be able to make



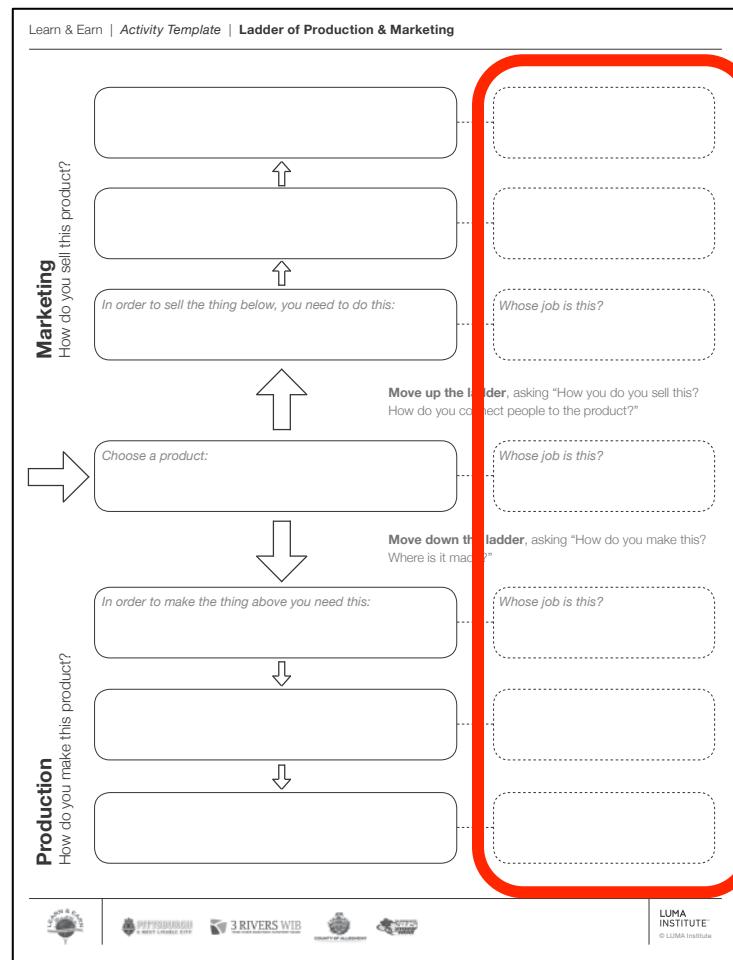
Work your way down the ladder, one rung at a time



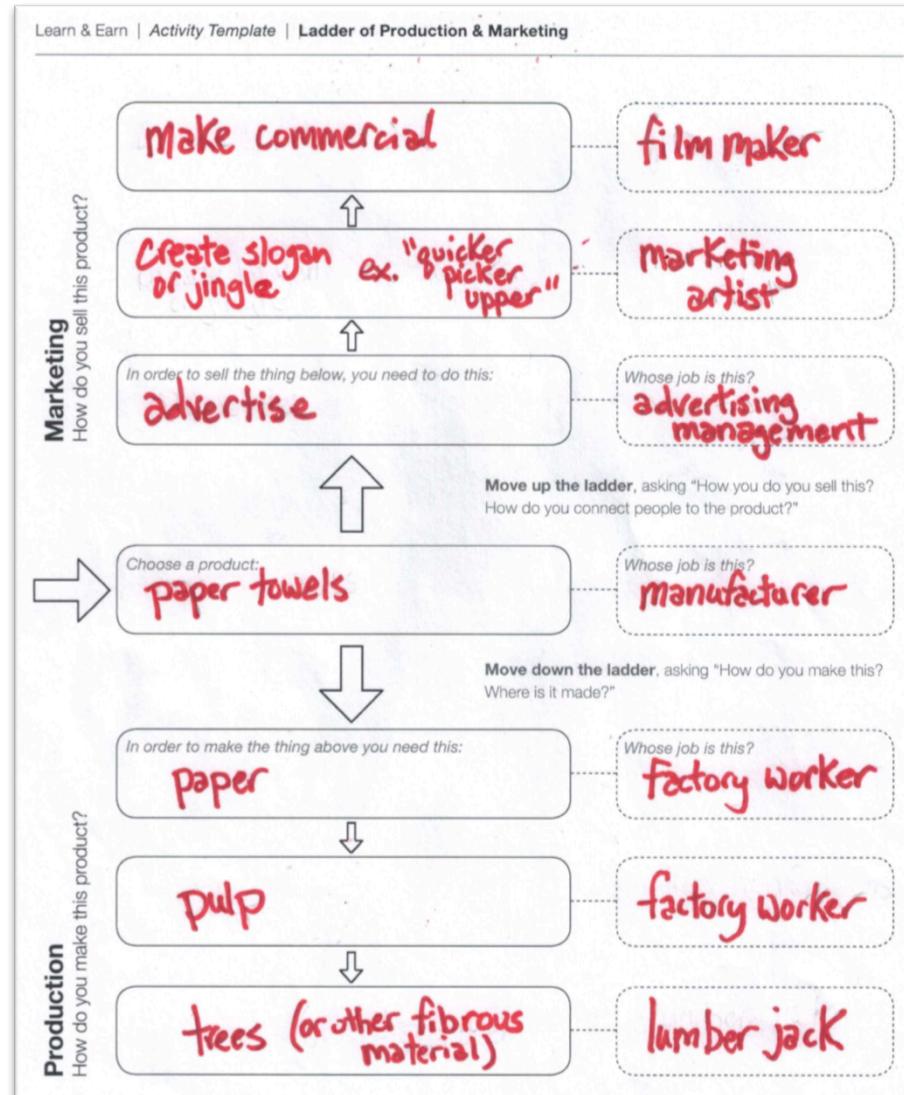
Next, work your way up the ladder



Identify specific jobs that match up with each rung of the ladder; highlight the rung that most interests you



Example:



A brief chat on...

**Tips for finding
work.**



- What did you learn about the types of work in the world?
- Was anything surprising to you?
- How could you add value to your *Network Map* or *Ladder of Production and Marketing*?



Section I: Explore

- Introduction
- Mapping Relational Networks

Section II: Experience

- **Attribute Analysis**
- Résumé by Design
- Both Sides of the Interview

Section III: Imagine

- Envisioning the Future



Using the **Attribute Analysis** template, identify (and draw) your positive attributes

Learn & Earn | Activity Template | Attribute Analysis

Identify the roses.

"I am good at _____ because..."
"I have a good _____ when I..."

Attitude:

Are you happy when you are working?

Communication:

Do you listen well and let others speak?

Conflict Resolution:

How do you respond to conflict?

Punctuality:

Do you show up on time?

Appearance:

Do you dress appropriately for work?

Teamwork:

Do you work well in groups or in pairs?

Identify the thorns.

"I struggle at _____ because..."
"I have a bad _____ when I..."

Attitude:

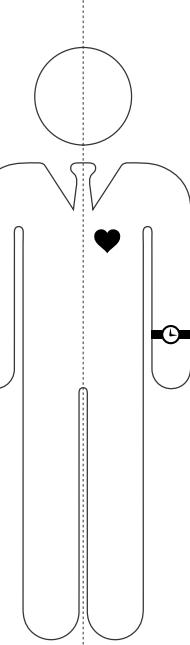
Communication:

Conflict Resolution:

Punctuality:

Appearance:

Teamwork:



Draw your attributes on the character.

LEARN & EARN | PITTSBURGH | 3 RIVERS WIB | COUNTY OF ALLEGHENY | LUMA INSTITUTE™



Next, identify (and draw) your negative attributes and struggles

Learn & Earn | Activity Template | Attribute Analysis

Identify the roses.

"I am good at _____ because..."
"I have a good _____ when I..."

Attitude:

Are you happy when you are working?

Communication:

Do you listen well and let others speak?

Conflict Resolution:

How do you respond to conflict?

Punctuality:

Do you show up on time?

Appearance:

Do you dress appropriately for work?

Teamwork:

Do you work well in groups or in pairs?

Identify the thorns.

"I struggle at _____ because..."
"I have a bad _____ when I..."

Attitude:

Communication:

Conflict Resolution:

Punctuality:

Appearance:

Teamwork:

Draw your attributes on the character.

LEARN & EARN | PITTSBURGH | 3 RIVERS WIB | COUNTY OF ALLEGHENY | LUMA INSTITUTE™



Example:

Learn & Earn | Activity Template | Attribute Analysis

Identify the roses.
"I am good at Working, because..."
"I have a good Work ethic when I..."

Identify the thorns.
"I struggle at Working, because..."
"I have a bad Work ethic when I..."

Attitude:
I keep a smile on my face when working.
Are you happy when you are working?

Communication:
I communicate my thoughts well and try to listen.
Do you listen well and let others speak?

Conflict Resolution:
I keep my cool when things get messy.
How do you respond to conflict?

Punctuality:
I almost always arrive on time.
Do you show up on time?

Appearance:
I rarely have an issue with clothing.
Do you dress appropriately for work?

Teamwork:
When I take care of myself, I take care of others.
Do you work well in groups or in pairs?

Attitude:
Some days, I have a very negative outlook.

Communication:
I cut over others in conversation.

Conflict Resolution:
Sometimes, I pretend not to be hurt or angered when I am.

Punctuality:
I can forget about time easily.

Appearance:
My clothes can be too messy or not fit right.

Teamwork:
I can forget about other voices, or my own if I am not taking care of myself.

Draw your attributes on the character.



Using the **Attribute Growth** template, identify possible points of improvement and growth for each attribute

Learn & Earn | Activity Template | Attribute Growth

Identify ways that you can grow in each area.
"I could be better at _____ if I..."
"If I changed _____ then I..."

The diagram features a central human-like character with a heart and a brain. Six boxes around the character represent different attributes: Attitude (top left), Communication (top right), Conflict Resolution (bottom left), Punctuality (bottom right), Appearance (bottom left), and Teamwork (bottom right). Each box contains a question related to that attribute. A red box highlights the top two rows of attributes (Attitude, Communication, Conflict Resolution, Punctuality).

Attitude:
Are you happy when you are working?

Communication:
Do you listen well and let others speak?

Conflict Resolution:
How do you respond to conflict?

Punctuality:
Do you show up on time?

Appearance:
Do you dress appropriately for work?

Teamwork:
Do you work well in groups or in pairs?

Draw your upgrades on the character.

LEARN & EARN | PITTSBURGH | 3 RIVERS WIB | COUNTY OF ALLEGHENY | LUMA INSTITUTE



Example:

Learn & Earn | Activity Template | Attribute Growth

Identify ways that you can grow in each area.

"I could be better at Working, if I..."
"If I changed perspective, then I..."

Attitude:
On days when I have a negative attitude, I can think of all the good things in my life and the little things I like to do.
Are you happy when you are working?

Communication:
When I talk over others, I can stop myself, apologize, and monitor my actions in the future.
Do you listen well and let others speak?

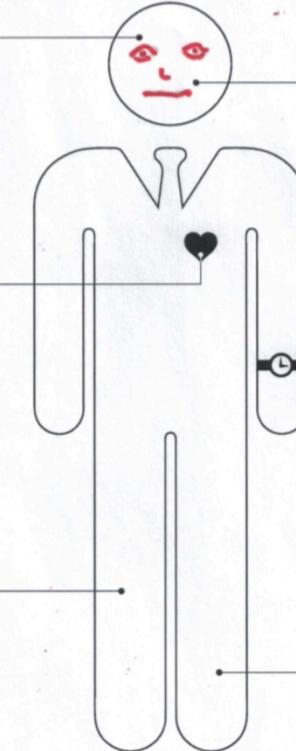
Conflict Resolution:
When I am hurt or angered, I can voice my opinion so I do not go unheard.
How do you respond to conflict?

Punctuality:
To make sure I respect my obligations, I can make sure to keep track of time.
Do you show up on time?

Appearance:
I can carry extra, clean, and fitting clothes with me so I can always look appropriate.
Do you dress appropriately for work?

Teamwork:
I can work to take care of myself in all aspects so that I don't overlook members of my team.
Do you work well in groups or in pairs?

Draw your upgrades on the character.



A brief chat on...

**Tips for personal
improvement.**



Section I: Explore

- Introduction
- Mapping Relational Networks

Section II: Experience

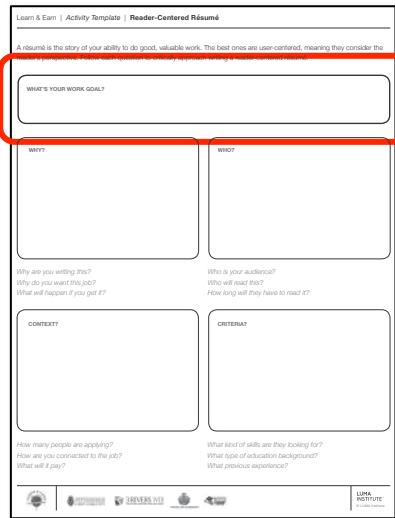
- Attribute Analysis
- **Résumé by Design**
- Both Sides of the Interview

Section III: Imagine

- Envisioning the Future

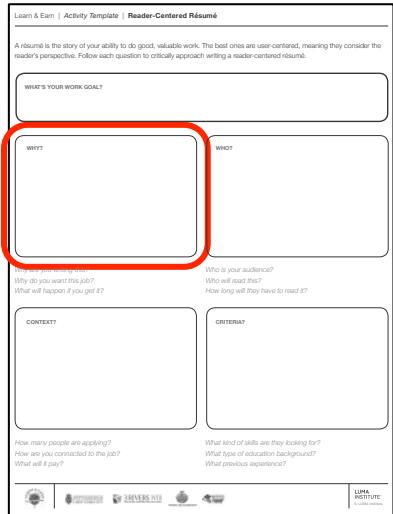


Using the Reader-Centered Résumé template, identify your work goal



A large red-outlined box contains the question "WHAT'S YOUR WORK GOAL?".

Why are you writing this résumé? What are its goals? Write down your response in the given box

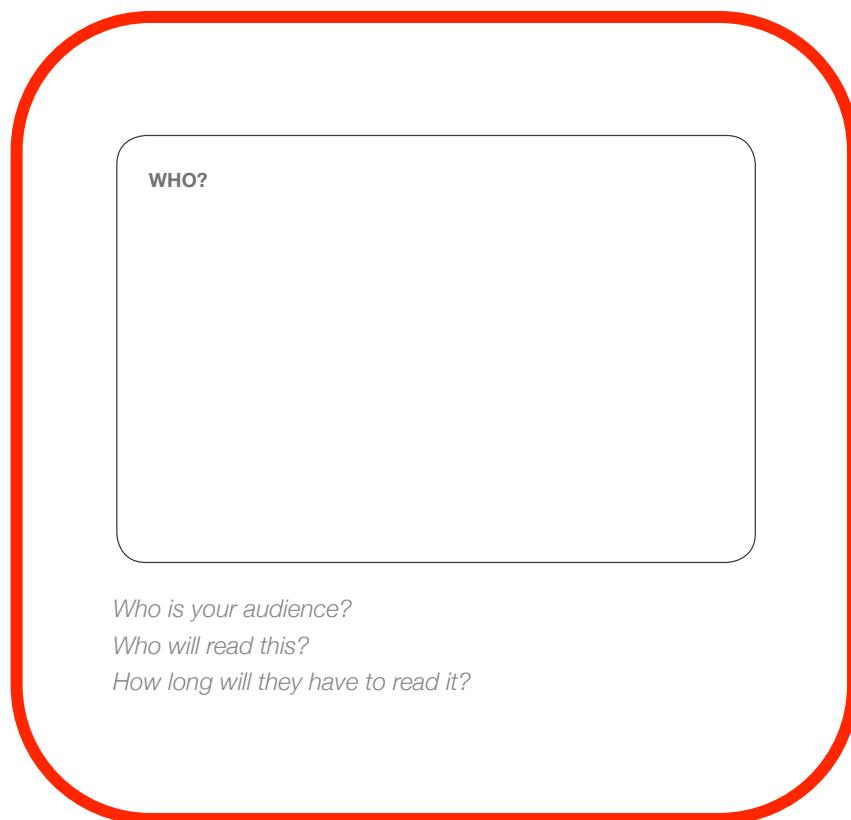
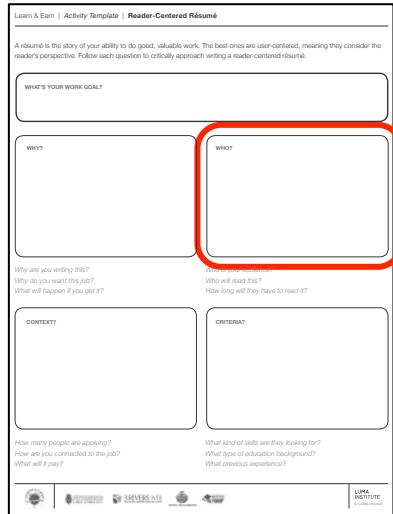


WHY?

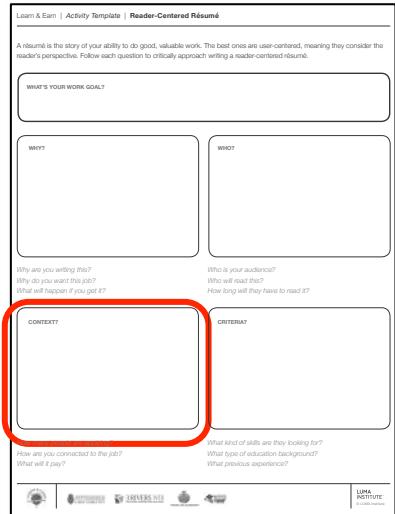
*Why are you writing this?
Why do you want this job?
What will happen if you get it?*



Who is your audience? Who will be affected if you start to work at this company?



What is the situation surrounding your application? Do you have an existing relationship with your employer?

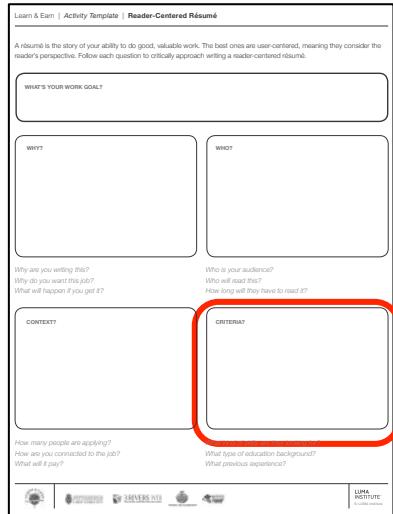


CONTEXT?

How many people are applying?
How are you connected to the job?
What will it pay?



What kind of skills, education, background are they looking for?



CRITERIA?

What kind of skills are they looking for?

What type of education background?

What previous experience?



Example:

Learn & Earn | Activity Template | Reader-Centered Résumé

A résumé is the story of your ability to do good, valuable work. The best ones are user-centered, meaning they consider the reader's perspective. Follow each question to critically approach writing a reader-centered résumé.

WHAT'S YOUR WORK GOAL?
to gain an internship at an urban garden

WHY?
I want this job because it will help me gain experience working with plants, agricultural knowledge, and the community. If I get this job, I will learn a lot that will help pave my future career goals.

WHO?
The people who created and/or manage the garden. They will have about a month before the growing season starts to make a decision.

Why are you writing this?
Why do you want this job?
What will happen if you get it?

Who is your audience?
Who will read this?
How long will they have to read it?

CONTEXT?
There is not much competition, but there are others who have been in contact longer who have a better chance. I learned of this opportunity through a friend. Pay is unknown.

CRITERIA?
They want someone who can work hard and learn quickly. Previous education and experience not necessary, but interest is.

How many people are applying?
How are you connected to the job?
What will it pay?

What kind of skills are they looking for?
What type of education background?
What previous experience?



In the **Résumé Designer** template, provide some key information about yourself

Learn & Earn | Activity Template | Résumé Designer

Use the sheet below to write the content for your résumé. Remember to consider the reader, purpose, context and criteria for the résumé, based on your Reader-Centred Résumé template.

Personal Profile

Who are you?	Why do you want this job?
What do you want to make better?	How will this prepare you for the future?

Work Experience

Position: _____ Employer: _____ Dates: _____ / _____ Responsibilities: • _____ • _____	Position: _____ Employer: _____ Dates: _____ / _____ Responsibilities: • _____ • _____
---	---

Skills

School: _____ Dates: _____ GPA: _____ Awards: _____
--

LUMA INSTITUTE

The form includes sections for Personal Profile, Work Experience, Skills, and Education. The Personal Profile section is highlighted with a red box. The entire form is enclosed in a red border.

Personal Profile

Who are you?

Why do you want this job?

What do you want to make better?

How will this prepare you for the future?

A large red rounded rectangle highlights the entire Personal Profile section.

Next, capture key aspects of your work experience

Learn & Earn | Activity Template | Résumé Designer

Use the sheet below to write the content for your résumé. Remember to consider the reader, purpose, context and criteria for the résumé, based on your Reader-Centred Résumé template.

Personal Profile

Who are you? _____ Why do you want this job? _____

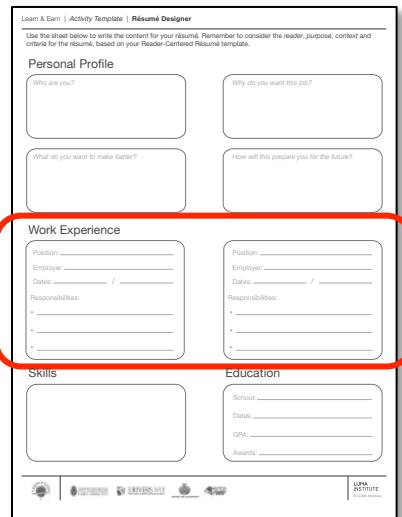
What do you want to make better? _____ How will this prepare you for the future? _____

Work Experience

Position: _____ Employer: _____ Date: _____ / _____
Responsibilities:
• _____
• _____

Skills _____ Education _____ School: _____ Dates: _____ GPA: _____ Awards: _____

LUMA INSTITUTE



Work Experience

Position: _____

Employer: _____

Dates: _____ / _____

Responsibilities:

- _____
- _____
- _____

Position: _____

Employer: _____

Dates: _____ / _____

Responsibilities:

- _____
- _____
- _____



Write down key skills you have that are relevant to the work you want to do next

Learn & Earn | Activity Template | Résumé Designer

Use the sheet below to write the content for your résumé. Remember to consider the reader, purpose, context and criteria for the résumé, based on your Reader-Centred Résumé template.

Personal Profile

Who are you? Why do you want this job?
What do you want to make better? How will this prepare you for the future?

Work Experience

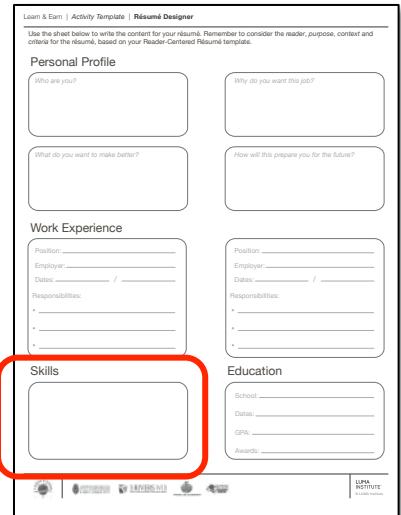
Position: Employer: Dates: / Responsibilities:
Position: Employer: Dates: / Responsibilities:
Position: Employer: Dates: / Responsibilities:

Skills

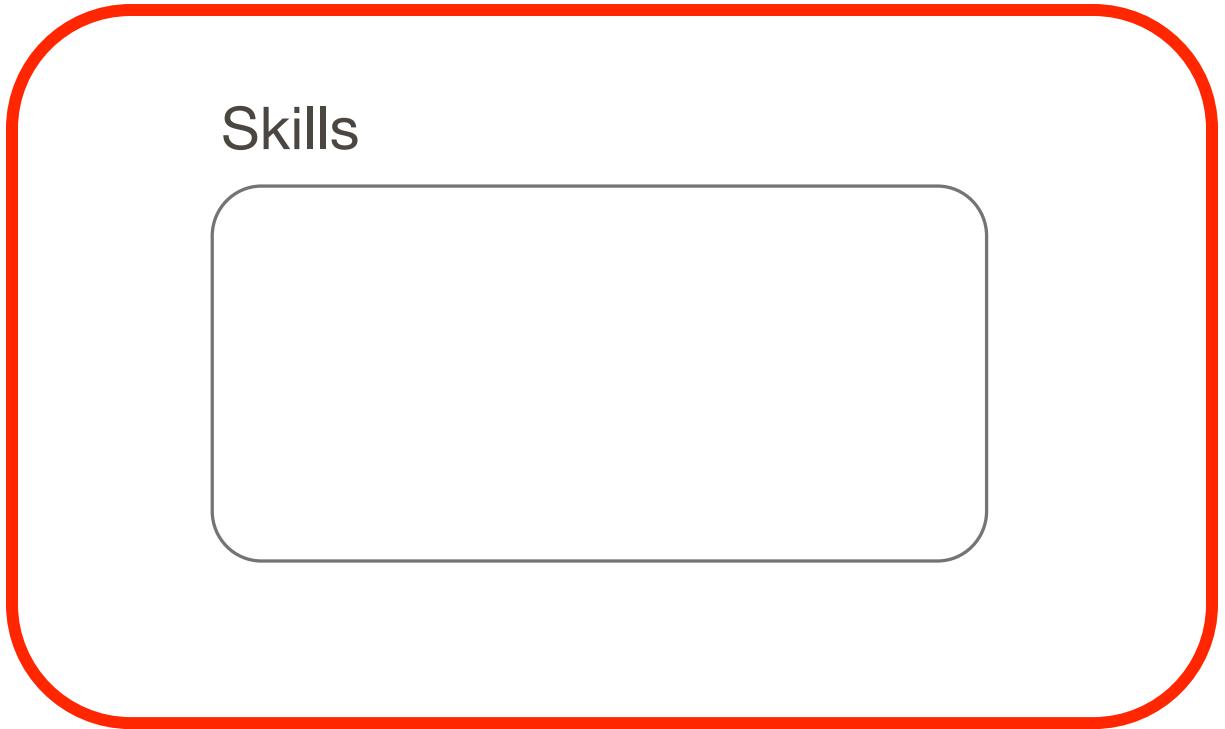
Education

School: Dates: GPA: Awards:

LUMA INSTITUTE



Skills



Capture learning experiences that have prepared you for the work you want to do

Learn & Earn | Activity Template | Résumé Designer

Use the sheet below to write the content for your résumé. Remember to consider the reader, purpose, context and criteria for the résumé, based on your Reader-Centred Résumé template.

Personal Profile

Who are you?	Why do you want this job?
What do you want to make better?	How will this prepare you for the future?

Work Experience

Position: _____ Employer: _____ Dates: _____ / _____ Responsibilities: • _____ • _____	Position: _____ Employer: _____ Dates: _____ / _____ Responsibilities: • _____ • _____
---	---

Skills

_____	Education
-------	-----------

Education

School: _____
Dates: _____
GPA: _____
Awards: _____

Education

School: _____

Dates: _____

GPA: _____

Awards: _____



Section II: Résumé by Design | Example

Example:

Learn & Earn | Activity Template | Résumé Designer

Use the sheet below to write the content for your résumé. Remember to consider the reader, purpose, context and criteria for the résumé, based on your Reader-Centered Résumé template.

Personal Profile

Who are you?
Sarah

Why do you want this job?
To further my skills and understanding in agriculture.

What do you want to make better?
My teamwork, leadership, and time-management skills.

How will this prepare you for the future?
I will be working in a field that interests me and will prepare me for my desired career.

Work Experience

Position: gardener
Employer: Children's Museum
Dates: 6/12 / 11/13

Responsibilities:
• gardening/food prep
• teaching
• leadership assistance

Position: Customer Service
Employer: Gaucho
Dates: 5/14 / 9/14

Responsibilities:
• taking orders
• working cash register
• serving.

Skills

- customer service
- gardening
- food & drink preparation
- money management
- Spanish speaking

Education

School: CAPA 6/12
Dates: 2010-2014
GPA: 3.76
Awards: none



Section I: Explore

- Introduction
- Mapping Relational Networks

Section II: Experience

- Attribute Analysis
- Résumé by Design
- **Both Sides of the Interview**

Section III: Imagine

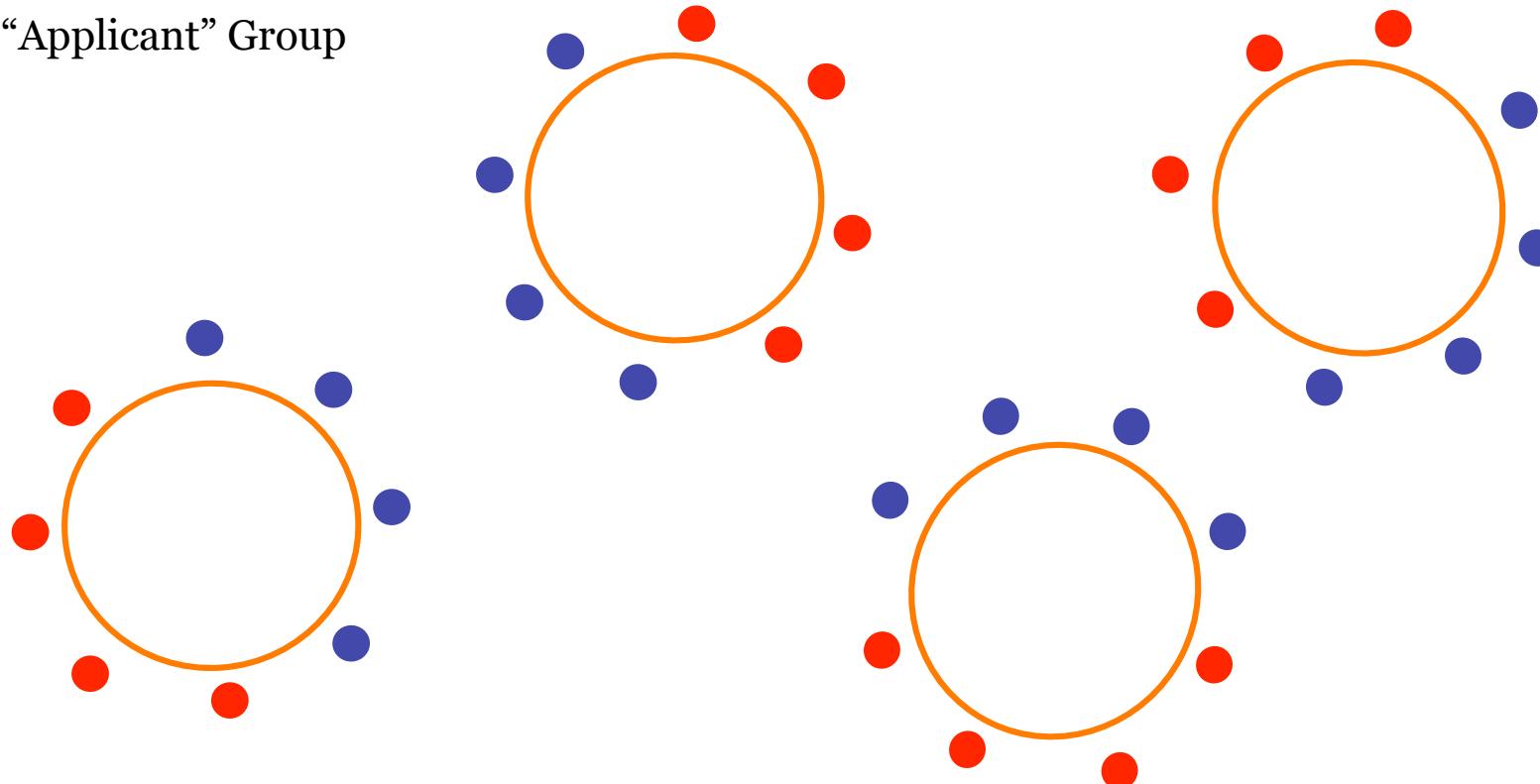
- Envisioning the Future



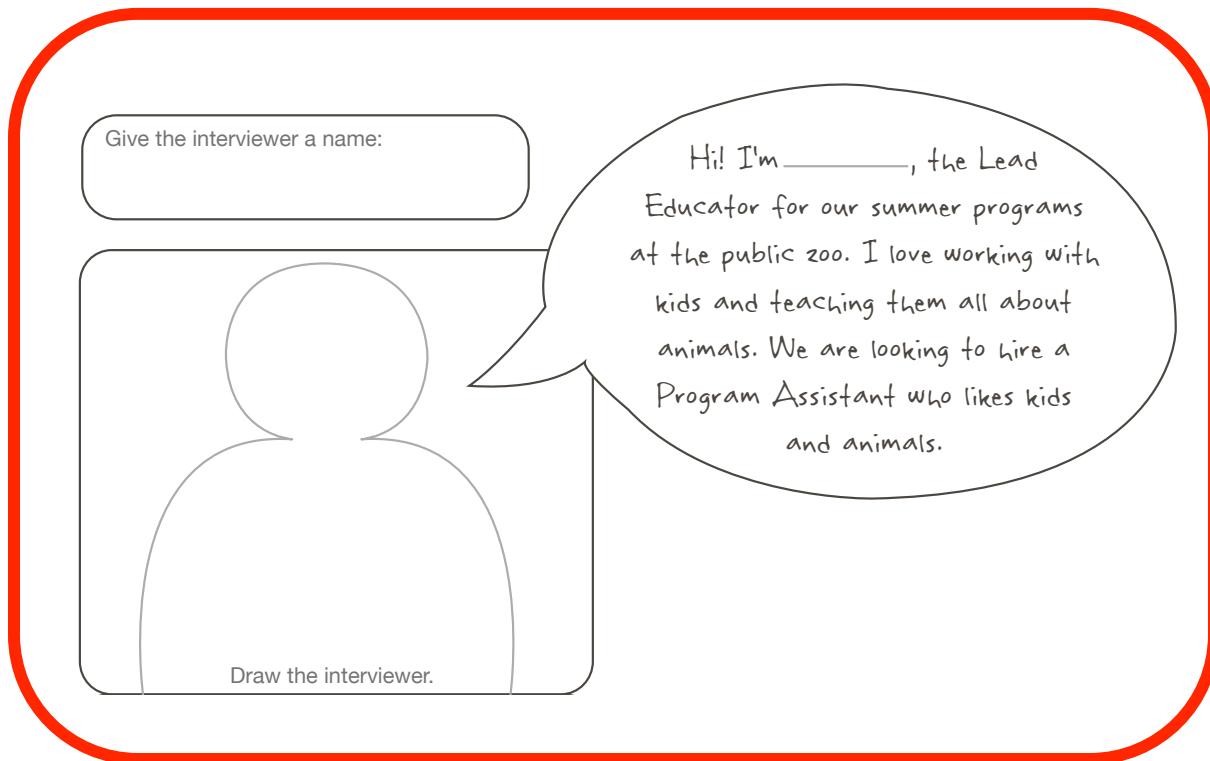
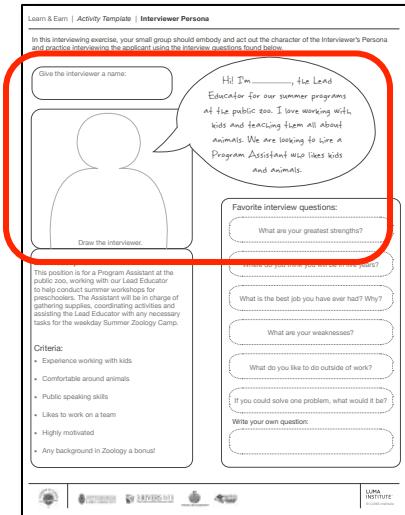
First, pair up your group with another group. One group will take on the “Interviewer” role, the other the “Applicant” role

● “Interviewer” Group

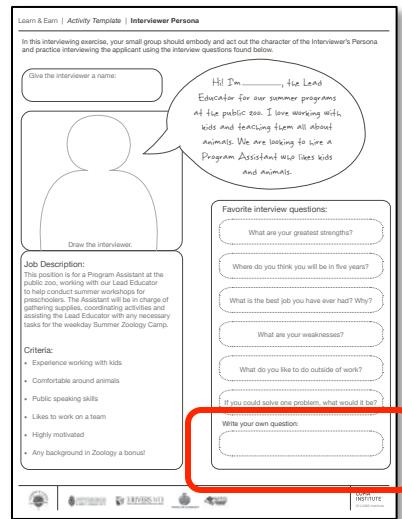
● “Applicant” Group



“Interviewer” groups: review the **Interviewer Persona** template, and give your interviewer a name and a face

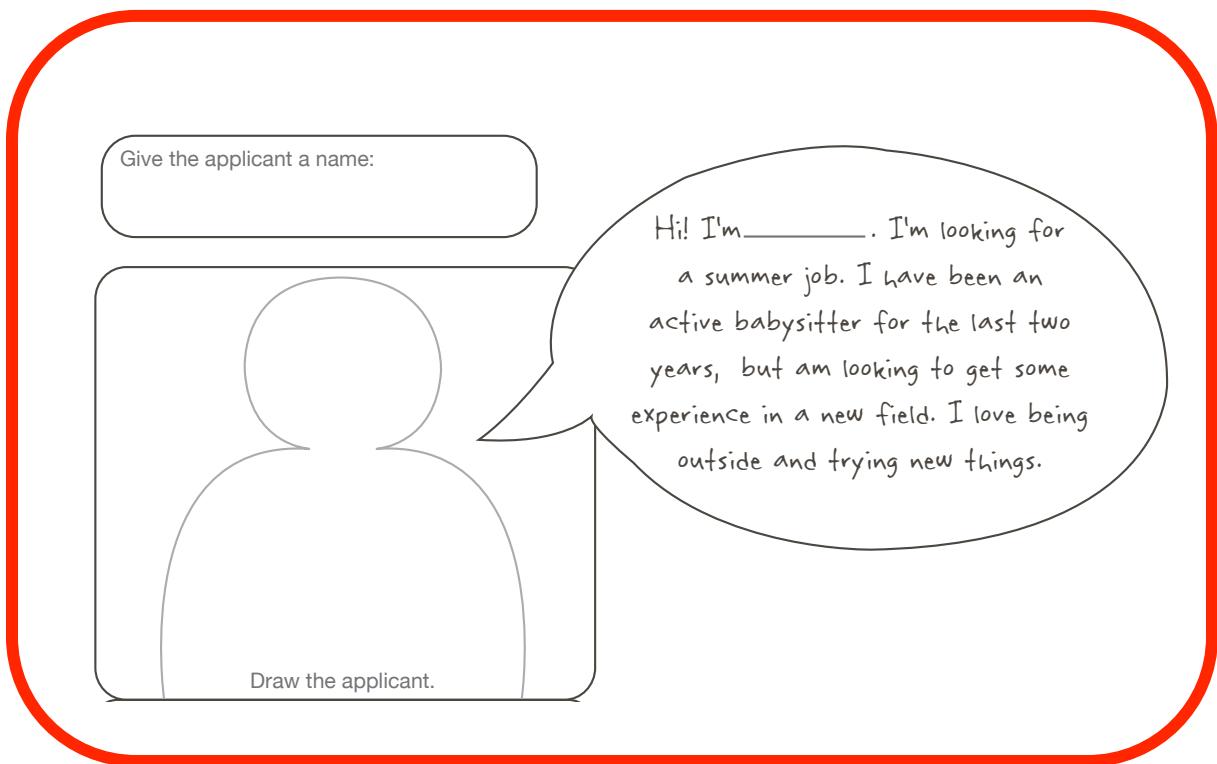
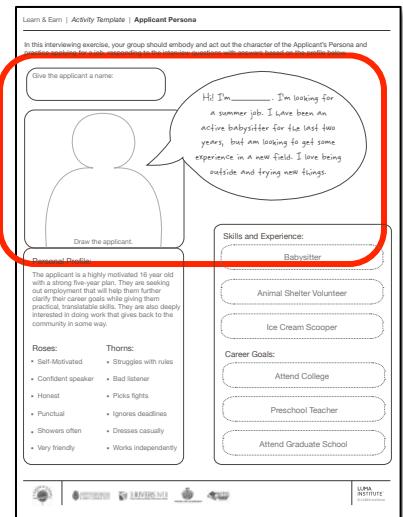


Next, fill in an additional question, assign one question per person, and create a “batting order” in which you will ask questions

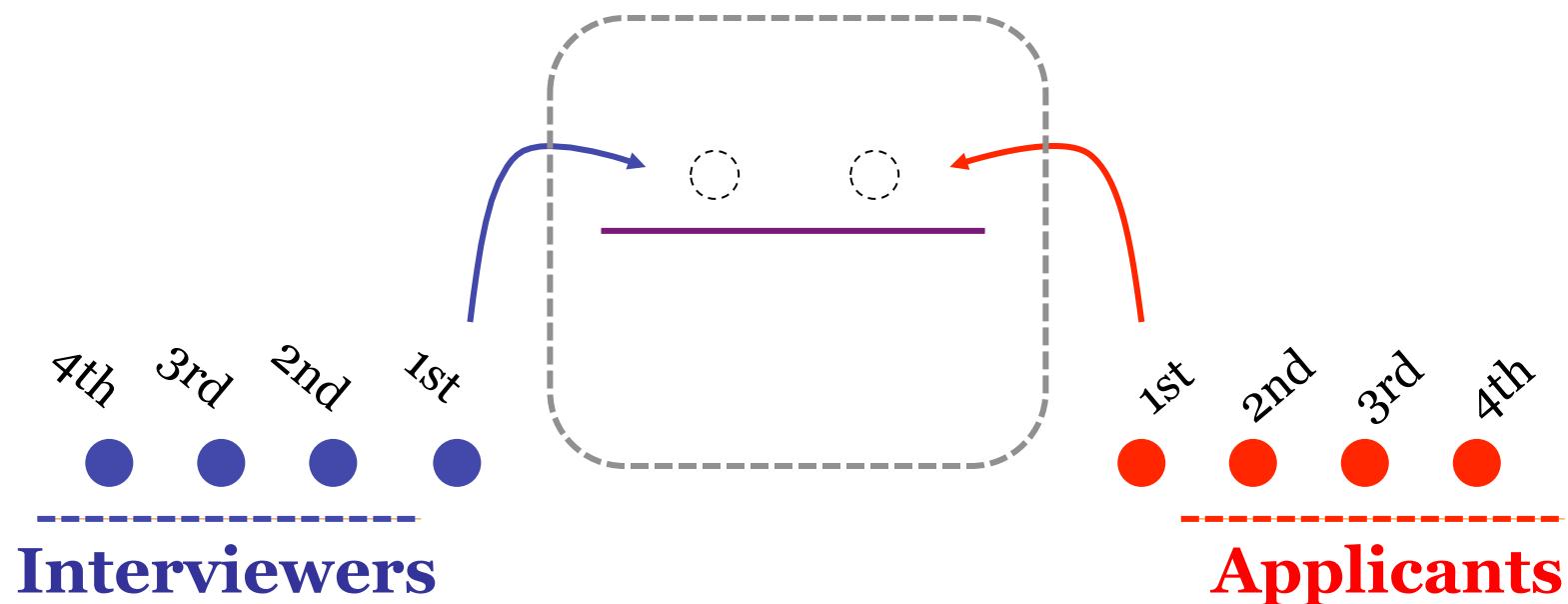


Write your own question:

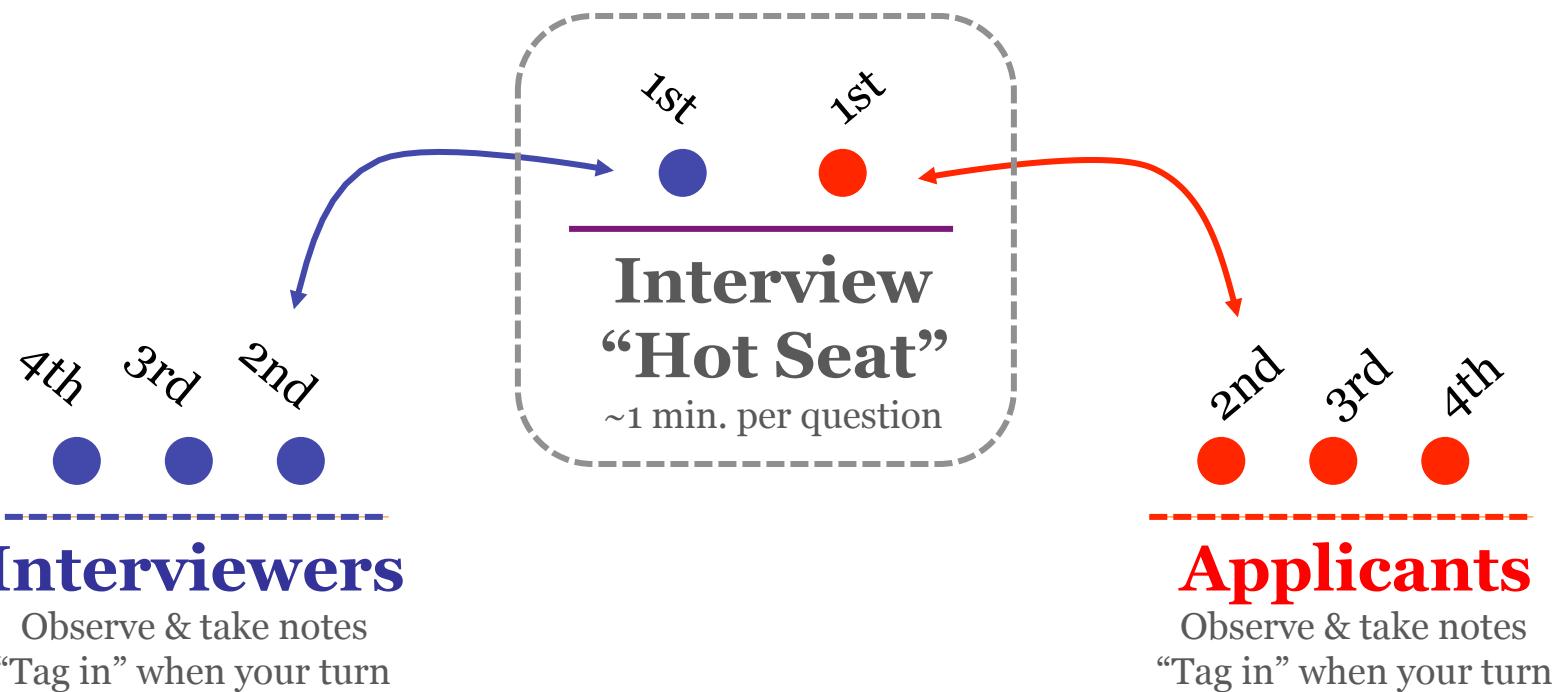
“Applicant” groups: review the **Applicant Persona** template, and give your applicant a name and a face



Next, develop a strategy for how you will act out the applicant persona, and create a “batting order” in which you will answer questions



Conduct your interviews! Once interview complete, each person share out one personal observations.



- What did you learn about yourself today?
- Where do you feel the most prepared?
- Where do you feel the most unprepared?
- If you could add one thing to your résumé, what would it be?



Section I: Explore

- Introduction
- Mapping Relational Networks

Section II: Experience

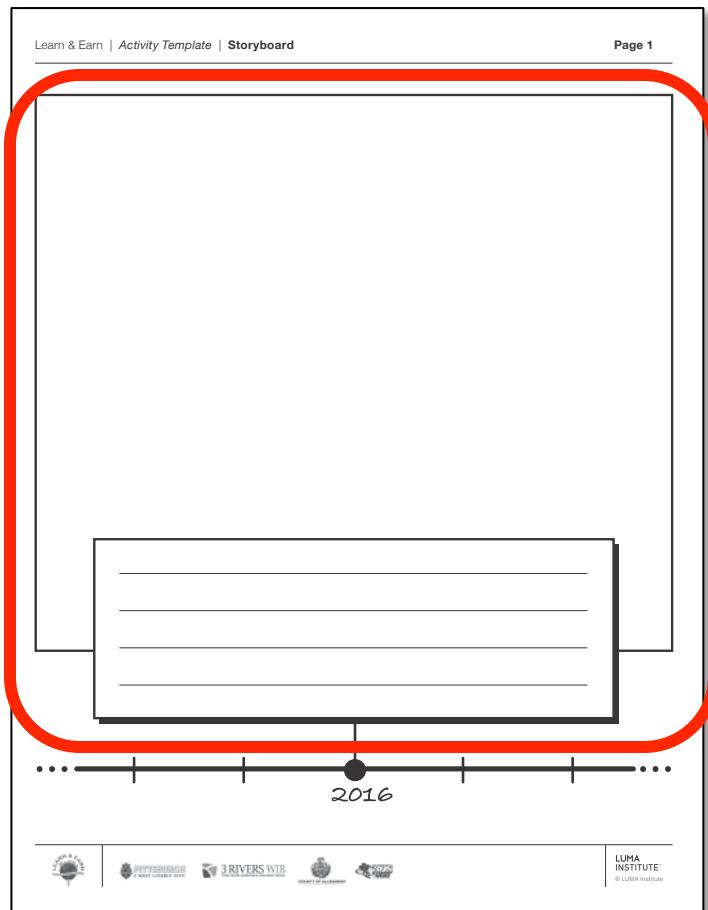
- Attribute Analysis
- Résumé by Design
- Both Sides of the Interview

Section III: Imagine

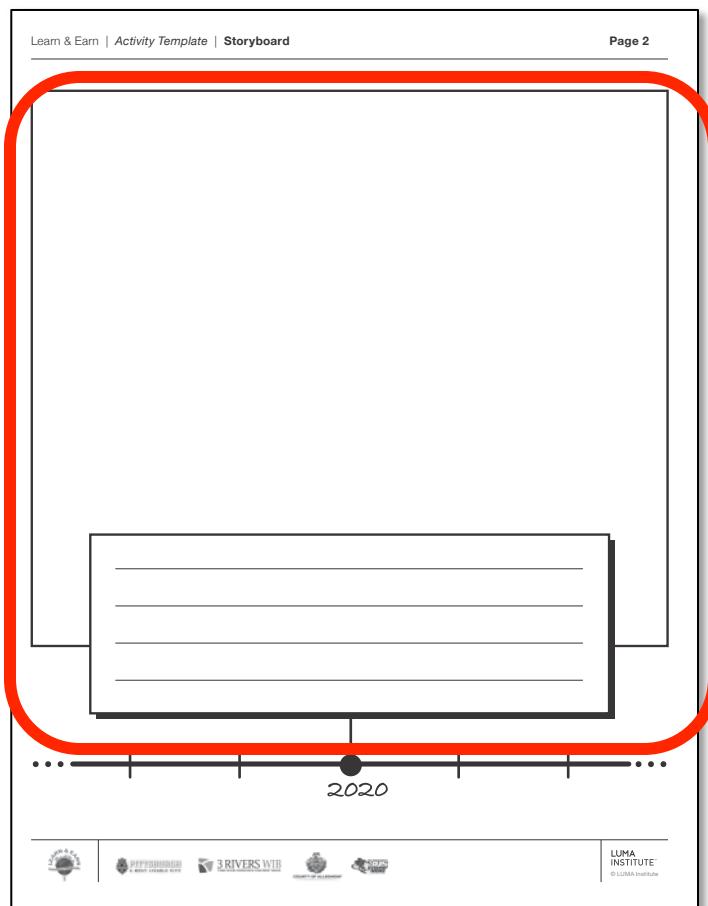
- **Envisioning the Future**



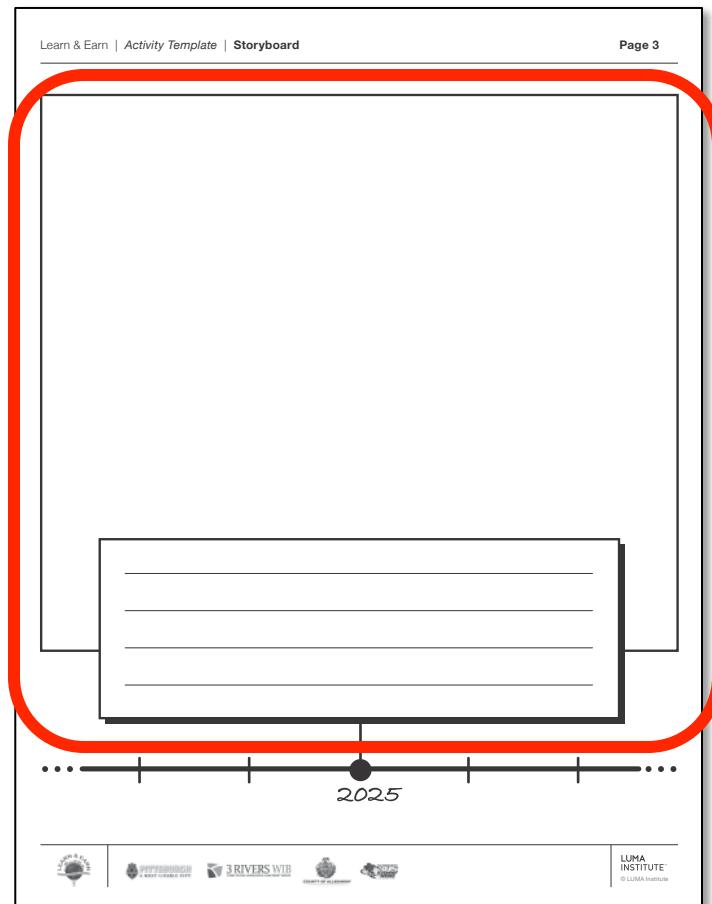
Illustrate your career growth one (1) year from now.



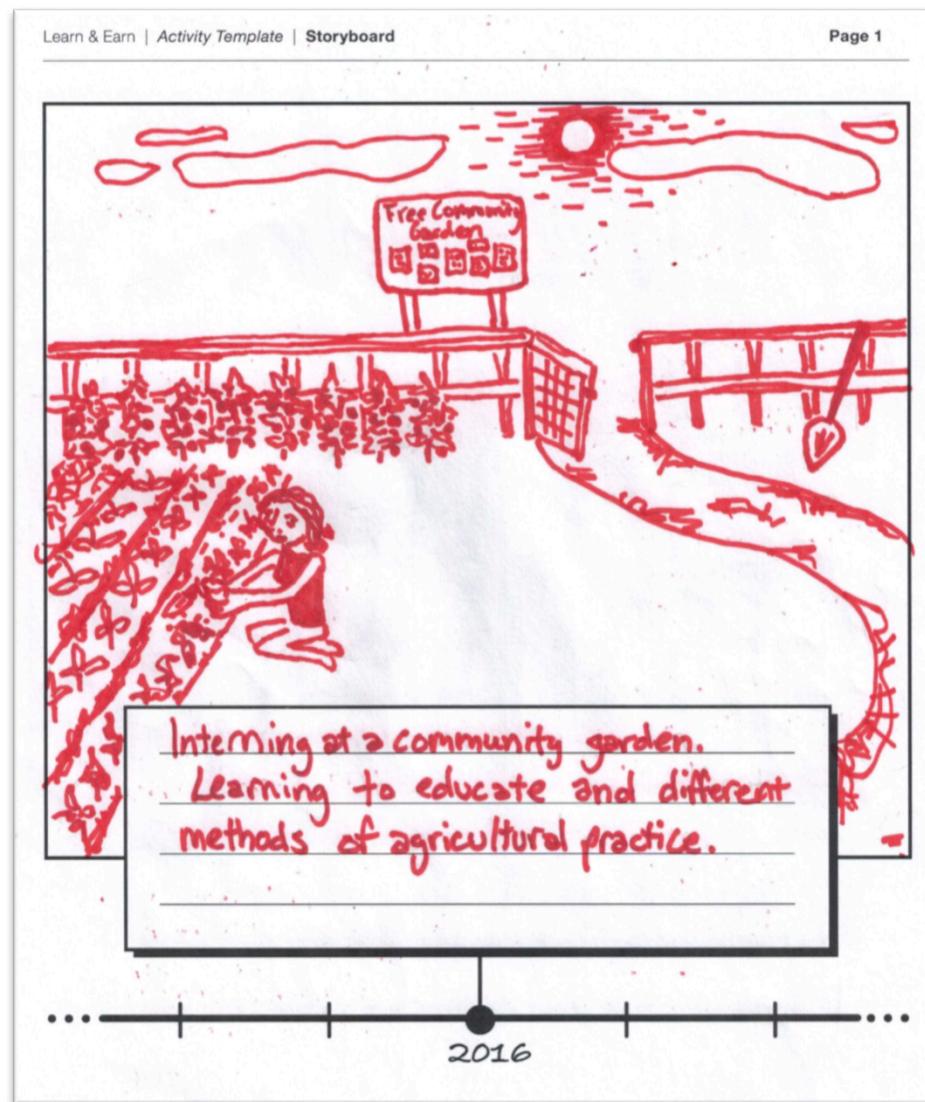
Illustrate your career growth five (5) years from now.



Illustrate your career growth ten (10) years from now.



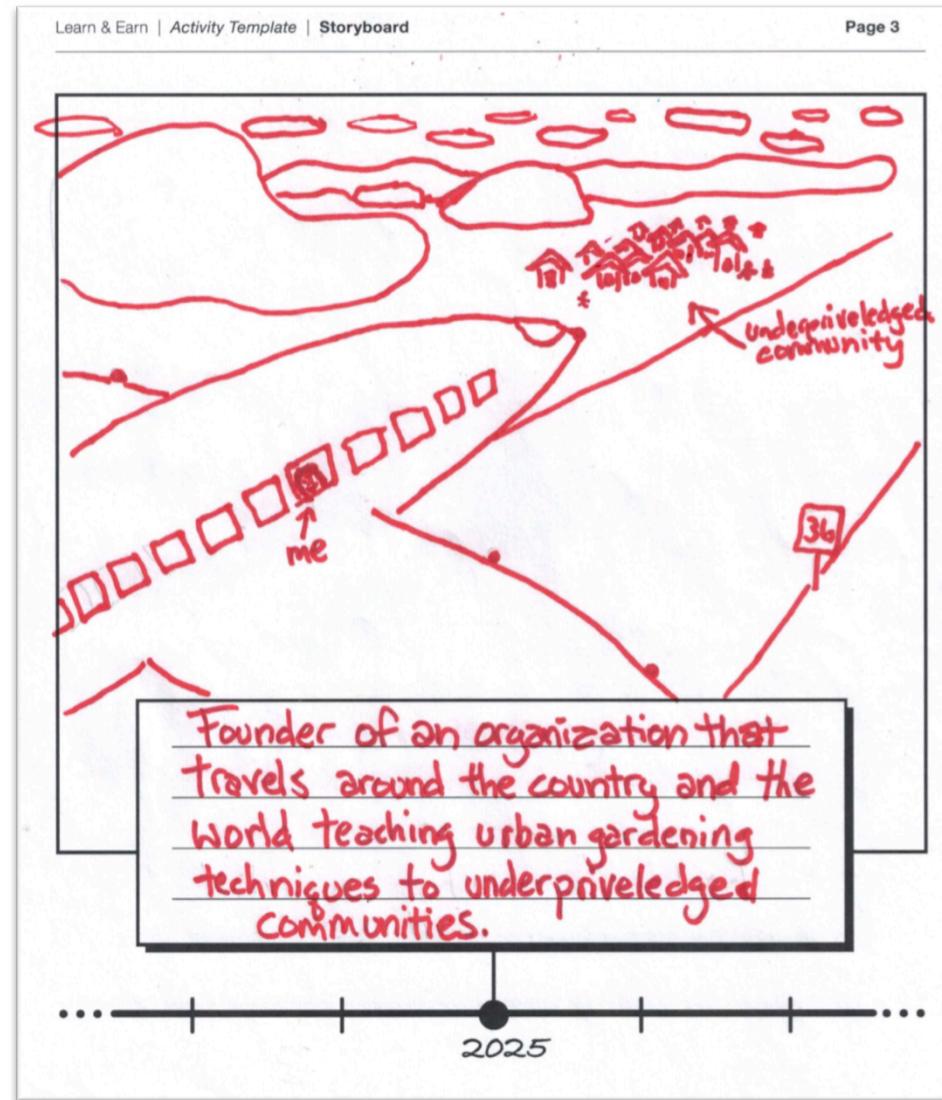
Example 1:



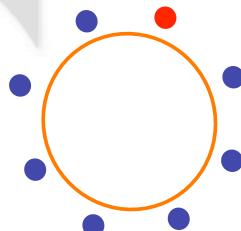
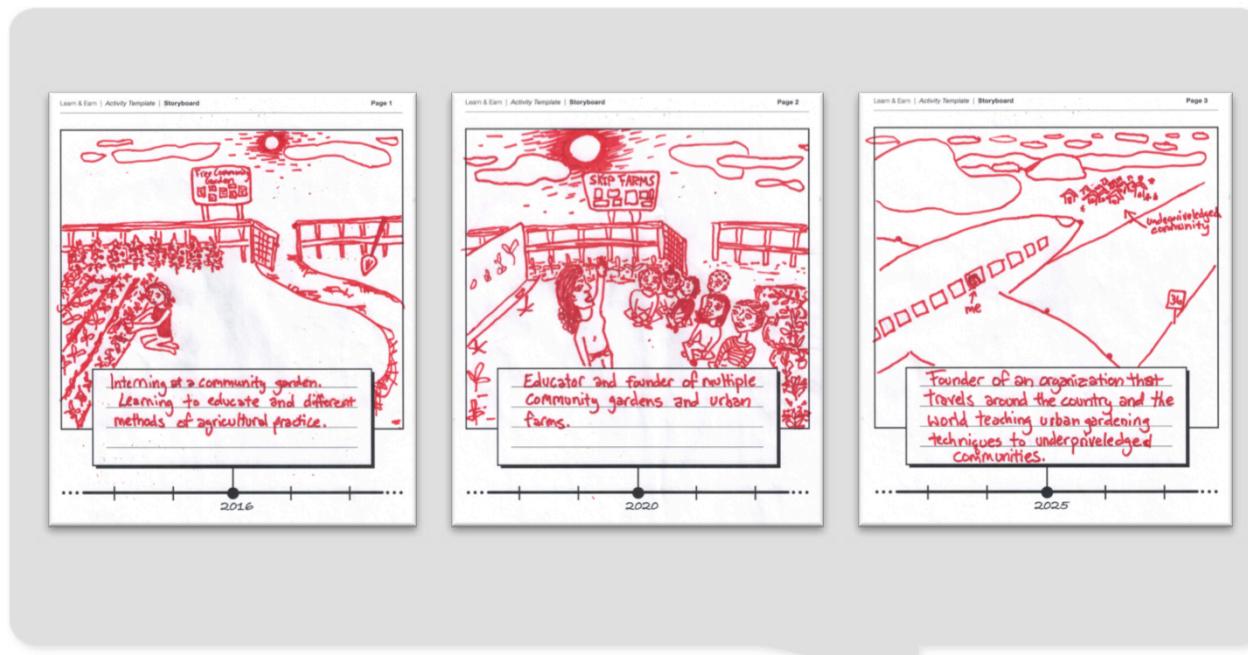
Example 2:



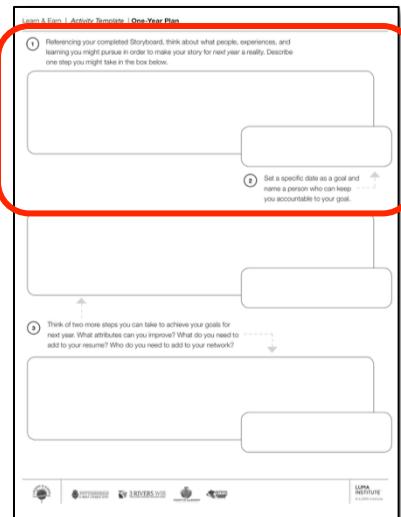
Example 3:



In small groups, share out your respective storyboards and explain the choices you made



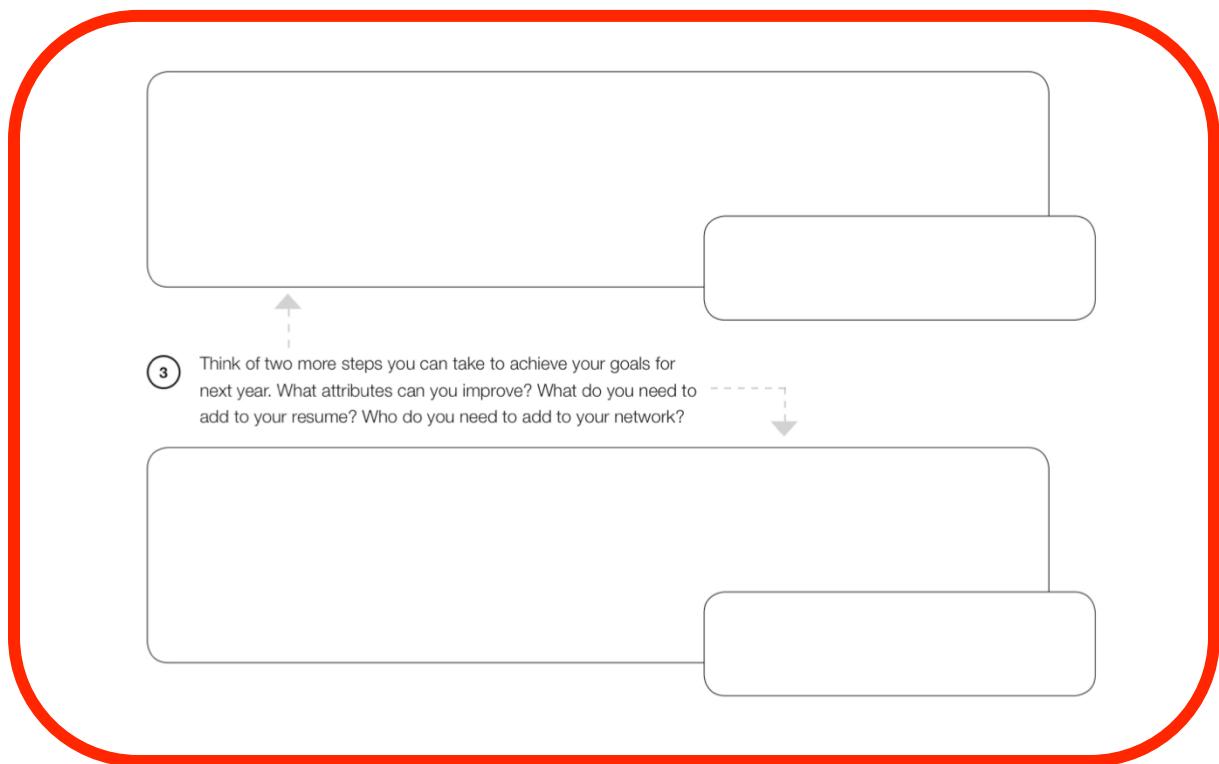
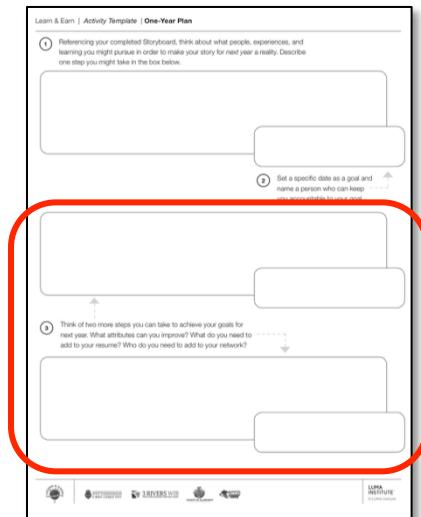
Draw people, places and experiences needed to achieve your desired outcomes; note a specific date and person who can keep you accountable



A large red box encloses a template for the One-Year Plan activity. The template consists of three main parts:

- ① A large rectangular box for writing a step related to the storyboard.
- ② A smaller rectangular box for writing a goal and accountability partner.
- ③ A callout box for writing two more steps to achieve goals for the next year.

Note two more steps you can take to achieve your goals; share out the details of your One-Year Plan with your group.



Example:

Learn & Earn | Activity Template | One-Year Plan

1 Referencing your completed Storyboard, think about what people, experiences, and learning you might pursue in order to make your story for next year a reality. Describe one step you might take in the box below.

Start volunteering at a local community garden or urban farm

June 10th
my best friend

2 Set a specific date as a goal and name a person who can keep you accountable to your goal.

get involved with exchange programs in foreign countries

August 27th
my school advisor

3 Think of two more steps you can take to achieve your goals for next year. What attributes can you improve? What do you need to add to your resume? Who do you need to add to your network?

Take some courses on education and agricultural topics (i.e. botany, horticulture, etc.)

June 8th
my school advisor



- What did you observe today?
- What are you most excited about in the future?
- What scares you the most?
- Other than yourself, who will be the primary character in your story?



*Congratulations
and good luck!*



APPENDIX: Flex Activity Slides



This appendix contains slides for the “Flex Activity” options described in your Facilitator Guide.

There are four activities you have to choose from:

- **Option 1: Economic Networks** (20 Minutes)
- **Option 2: An Action Plan** (20 Minutes)
- **Option 3: Complete the Résumé** (40 Minutes)
- **Option 4: Outcome of Interviews** (40 Minutes)



FLEX ACTIVITY

Option 1: Economic Networks (20 Minutes)

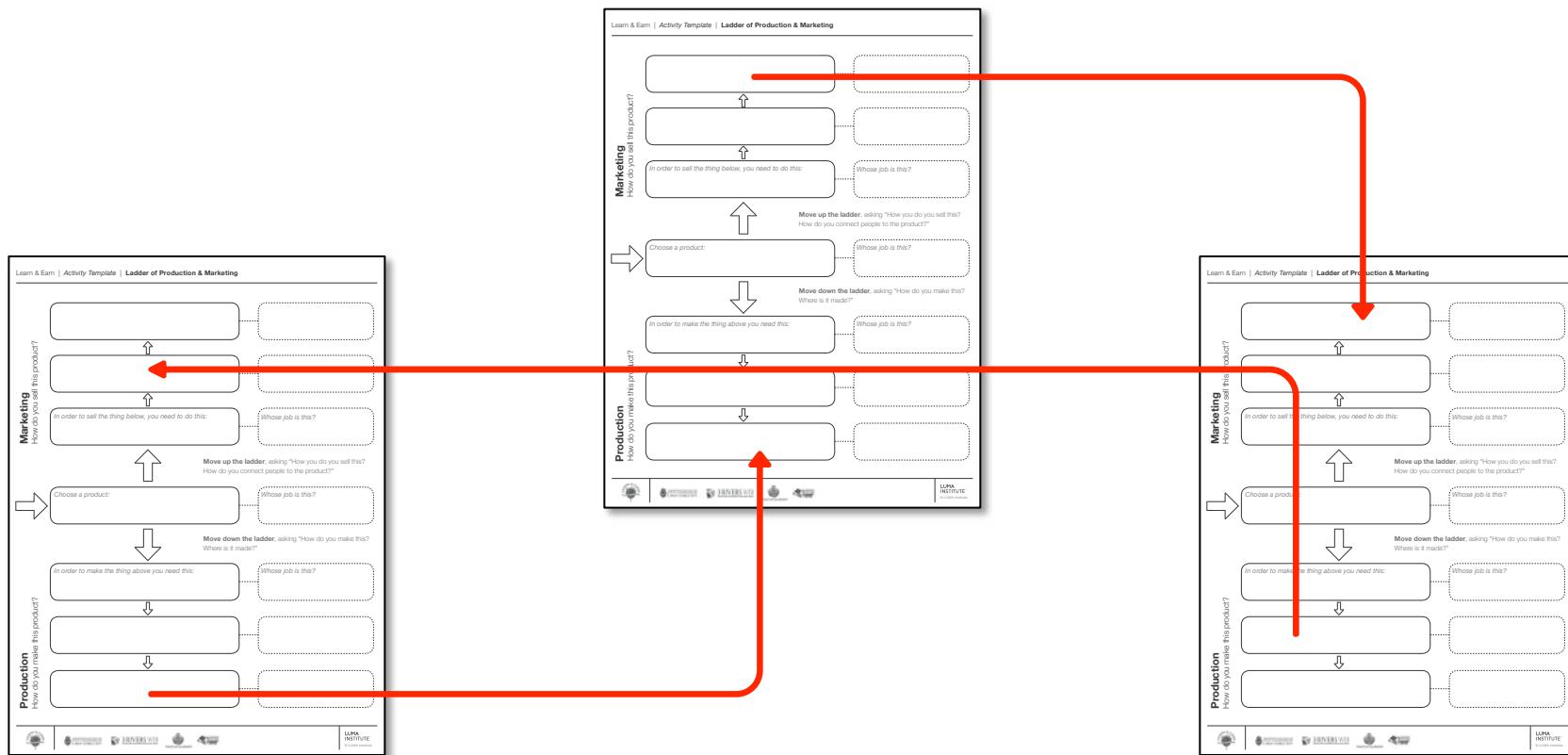
Consider using this activity to help participants deepen and expand their economic networks.

If you decide to use this option:

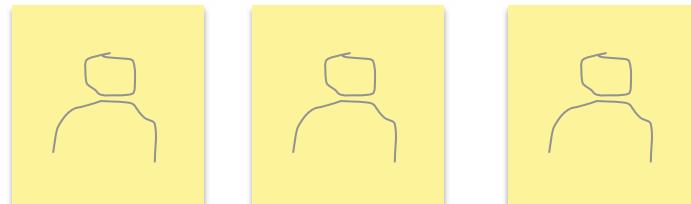
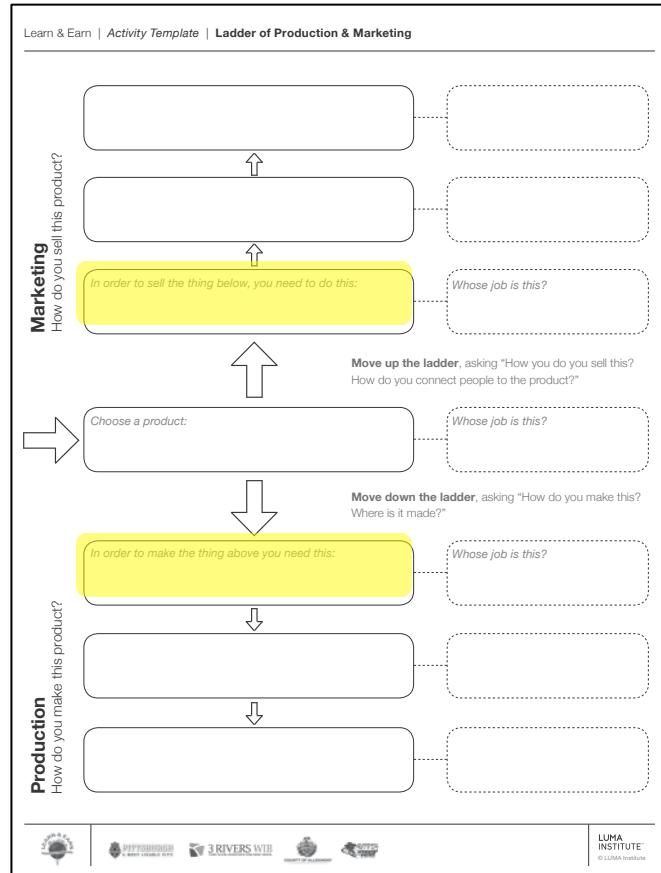
- Move the following three slides into “Section I” of the slide deck (use Facilitator Guide as a reference).
- Use “Flex Activity Option 2” (20 Minutes) to complete your 12 hour curriculum



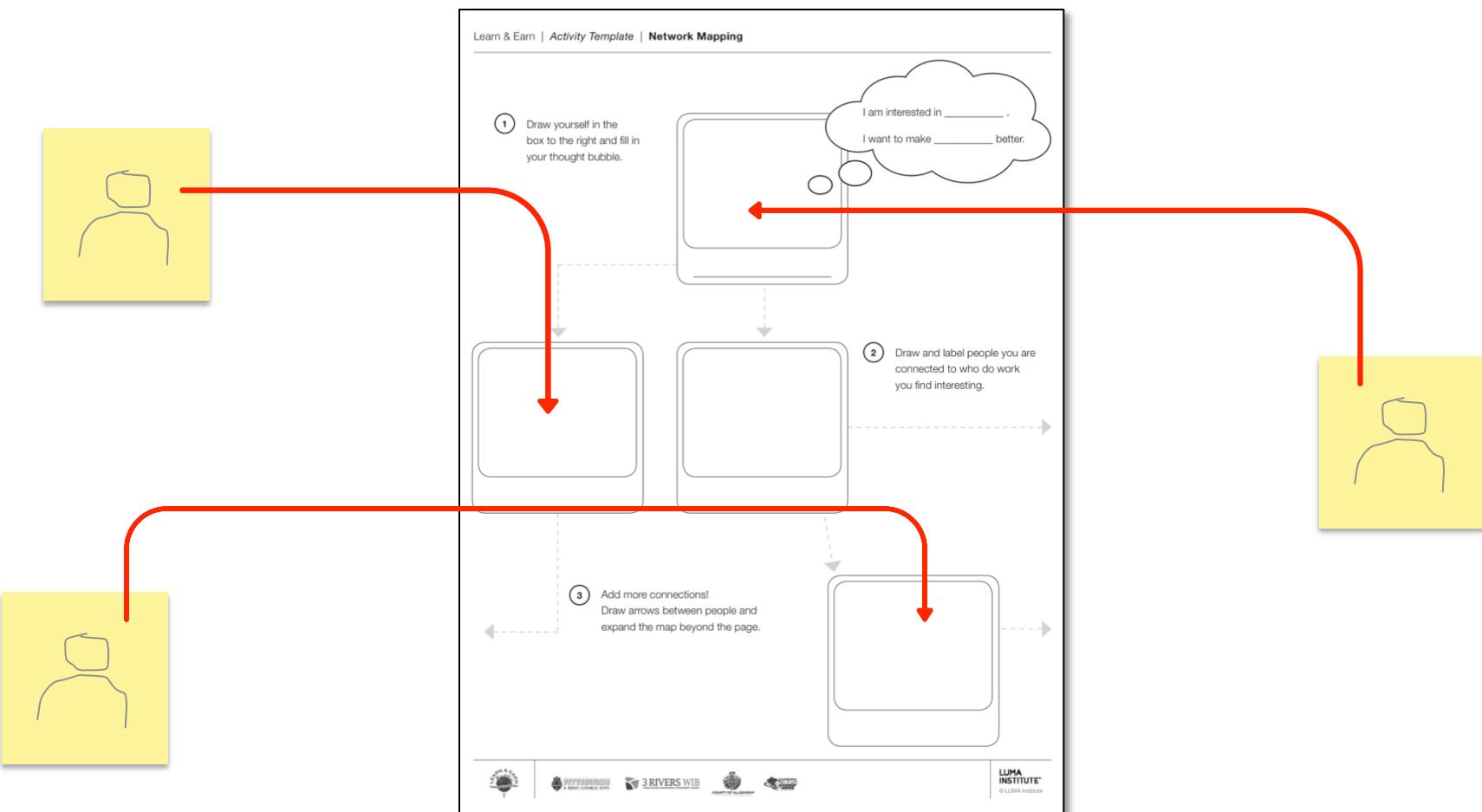
Put up your Ladders of Production & Marketing templates, and draw lines between similar items. Highlight items that have the most connections.



Building off of your most-highlighted items, create 2-3 sticky notes of new stakeholders that match these types of work



Connect these new stakeholders to the relational network you developed in your **Network Mapping** template



FLEX ACTIVITY

Option 2: An Action Plan (20 Minutes)

Consider using this activity to help participants plan for personal growth.

If you decide to use this option:

- Move the following slide into “Section II” of the slide deck (use Facilitator Guide as a reference).
- Use “Flex Activity Option 2” (20 Minutes) to complete your 12 hour curriculum



Define an action you can take this summer to progress toward each goal you have identified. Identify a friend to keep you accountable.

“I will make my goal come true by doing _____, _____, and _____.

My friend _____ will check in with me in _____ to see if I am meeting my goals.”



FLEX ACTIVITY

Option 3: Complete the Résumé (40 Minutes)

Consider using this activity to go deeper into the résumé process and have participants create an application-ready résumé in a Microsoft Word document. *NOTE: This option will require access to a computer lab.*

If you decide to use this option:

- Move the following six slides into “Section II” of the slide deck (use Facilitator Guide as a reference).
- Download the “Resume Template .Doc” file from:
<http://learnandearnpd.org/resources/activity-templates.html>



The Résumé Creation template has several key sections; one section relates to Personal Information

James Morgan
1879 N. Franklin Road • Pittsburgh, Pennsylvania • 15206
CELL (412) 555-5558 • E-MAIL james.morgan@gmail.com

PROFILE
Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Nam cursus. Morbi ut mi. Nullam enim leo, egestas id, condimentum at, laoreet mattis, massa. Sed eleifend nonummy diam. Praesent mauris ante, elementum et, bibendum at, posuere sit amet, nibh. Duis tincidunt lectus quis dui viverra vestibulum. Suspendisse vulputate aliquam dui. Nulla elementum dui ut augue.

EXPERIENCE
Job Title, Company Name
CITY, STATE - 2014 - PRESENT

- Nunc tempus felis vitae urna. Vivamus porttitor, neque at volutpat rutrum, purus nisi eleifend libero, a tempus libero lectus feugiat felis. Morbi diam mauris, viverra in, gravida eu, mattis in, ante. Morbi eget arcu. Morbi porta, libero id ullamcorper nonummy, nibh ligula pulvinar metus, eget consectetur augue nisi quis lacus. Ut ac mi quis lacus mollis aliquam. Curabitur iaculis tempus eros.
- Curabitur vel mi sit amet magna malesuada ultrices.
- Phasellus felis dolor, scelerisque a, tempus eget, lobortis id, libero. Donec scelerisque leo ac risus. Praesent sit amet est. In dictum, dolor eu dictum porttitor, enim felis viverra mi.
- Aliquam nec erat at purus cursus interdum. Vestibulum ligula augue, bibendum accumsan, vestibulum ut, commodo a, mi. Morbi ornare gravida elit. Integer congue, augue et malesuada iaculis, ipsum dui aliquet felis, at cursus magna nisl nec elit.
- Donec iaculis diam a nisi accumsan viverra. Duis sed tellus et tortor vestibulum gravida. Praesent elementum elit at tellus. Curabitur metus ipsum, luctus eu, malesuada ut, tincidunt sed, diam. Donec quis mi sed magna hendrerit accumsan. Suspendisse risus nibh, ultricies eu, volutpat non, condimentum hendrerit, augue.

Job Title, Company Name
CITY, STATE - 2013 - 2014

Job Title, Company Name
CITY, STATE - 2012 - PRESENT

.....

EDUCATION

- Name of School, Focus Area, GPA
- Other Relevant Education, Name of Program
- Other Relevant Education, Name of Program
- Other Relevant Education, Name of Program

SKILLS

- List Your Skills

Personal Information

- Name, address, contact information
- Short profile or biography



Another section relates to relevant work experience

James Morgan
1879 N. Franklin Road • Pittsburgh, Pennsylvania • 15206
CELL (412) 555-5558 • E-MAIL james.morgan@gmail.com

PROFILE
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nam cursus. Morbi ut mi. Nullam enim leo, egestas id, condimentum at, laoreet mattis, massa. Sed eleifend nonummy diam. Praesent mauris ante, elementum et, bibendum at, posuere sit amet, nibh. Duis tincidunt lectus quis dui viverra vestibulum. Suspendisse vulputate aliquam dui. Nulla elementum dui ut augue.

EXPERIENCE

Job Title, Company Name
CITY, STATE - 2014 - PRESENT

- Nunc tempus felis vitae urna. Vivamus porttitor, neque at volutpat rutrum, purus nisi eleifend libero, a tempus libero lectus feugiat felis. Morbi diam mauris, viverra in, gravida eu, mattis in, ante. Morbi eget arcu. Morbi porta, libero id ullamcorper nonummy, nibh ligula pulvinar metus, eget consectetur augue nisi quis lacus. Ut ac mi quis lacus mollis aliquam. Curabitur iaculis tempus eros.
- Curabitur vel mi sit amet magna malesuada ultrices.
- Phasellus felis dolor, scelerisque a, tempus eget, lobortis id, libero. Donec scelerisque leo ac risus. Praesent sit amet est. In dictum, dolor eu dictum porttitor, enim felis viverra mi.
- Aliquam nec erat at purus cursus interdum. Vestibulum ligula augue, bibendum accumsan, vestibulum ut, commodo a, mi. Morbi ornare gravida elit. Integer congue, augue et malesuada iaculis, ipsum dui aliquet felis, at cursus magna nisl nec elit.
- Donec iaculis diam a nisi accumsan viverra. Duis sed tellus et tortor vestibulum gravida. Praesent elementum elit at tellus. Curabitur metus ipsum, luctus eu, malesuada ut, tincidunt sed, diam. Donec quis mi sed magna hendrerit accumsan. Suspendisse risus nibh, ultricies eu, volutpat non, condimentum hendrerit, augue.

Job Title, Company Name
CITY, STATE - 2013 - 2014

Job Title, Company Name
CITY, STATE - 2012 - PRESENT

EDUCATION

- Name of School, Focus Area, GPA
- Other Relevant Education, Name of Program
- Other Relevant Education, Name of Program
- Other Relevant Education, Name of Program

SKILLS

- List Your Skills	- List Your Skills	- List Your Skills
- List Your Skills	- List Your Skills	- List Your Skills
- List Your Skills	- List Your Skills	- List Your Skills
- List Your Skills	- List Your Skills	- List Your Skills

Experience

- Position title
- Name of employer
- Specific work responsibilities and projects
- Dates for the period of time employed



A third section relates to relevant educational experience

James Morgan
1879 N. Franklin Road • Pittsburgh, Pennsylvania • 15206
CELL (412) 555-5558 • E-MAIL james.morgan@gmail.com

PROFILE
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nam cursus. Morbi ut mi. Nullam enim leo, egestas id, condimentum at, laoreet mattis, massa. Sed eleifend nonummy diam. Praesent mauris ante, elementum et, bibendum at, posuere sit amet, nibh. Duis tincidunt lectus quis dui viverra vestibulum. Suspendisse vulputate aliquam dui. Nulla elementum dui ut augue.

EXPERIENCE
Job Title, Company Name
CITY, STATE - 2014 - PRESENT

- Nunc tempus felis vitae urna. Vivamus porttitor, neque at volutpat rutrum, purus nisi eleifend libero, a tempus libero lectus feugiat felis. Morbi diam mauris, viverra in, gravida eu, mattis in, ante. Morbi eget arcu. Morbi porta, libero id ullamcorper nonummy, nibh ligula pulvinar metus, eget consectetur augue nisi quis lacus. Ut ac mi quis lacus mollis aliquam. Curabitur iaculis tempus eros.
- Curabitur vel mi sit amet magna malesuada ultrices.
- Phasellus felis dolor, scelerisque a, tempus eget, lobortis id, libero. Donec scelerisque leo ac risus. Praesent sit amet est. In dictum, dolor eu dictum porttitor, enim felis viverra mi.
- Aliquam nec erat at purus cursus interdum. Vestibulum ligula augue, bibendum accumsan, vestibulum ut, commodo a, mi. Morbi ornare gravida elit. Integer congue, augue et malesuada iaculis, ipsum dui aliquet felis, at cursus magna nisl nec elit.
- Donec iaculis diam a nisi accumsan viverra. Duis sed tellus et tortor vestibulum gravida. Praesent elementum elit at tellus. Curabitur metus ipsum, luctus eu, malesuada ut, tincidunt sed, diam. Donec quis mi sed magna hendrerit accumsan. Suspendisse risus nibh, ultricies eu, volutpat non, condimentum hendrerit, augue.

Job Title, Company Name
CITY, STATE - 2013 - 2014

Job Title, Company Name
CITY, STATE - 2012 - PRESENT

EDUCATION

- Name of School, Focus Area, GPA
- Other Relevant Education, Name of Program
- Other Relevant Education, Name of Program
- Other Relevant Education, Name of Program

SKILLS

- List Your Skills

Education

- Name of educational provider or school
- Date of educational program
- Subject or expertise learned
- Qualifications (grades, certificates, degrees, etc.)



Section II: Résumé by Design | **Complete the Résumé**

A fourth section relates to relevant skills

James Morgan

1879 N. Franklin Road • Pittsburgh, Pennsylvania • 15206
CELL (412) 555-5558 • E-MAIL james.morgan@gmail.com

PROFILE

Ipsum dolor sit amet, consectetur adipiscing elit. Nam cursus. Morbi ut mi. Nullam enim leo, egestas id, condimentum at, laoreet mattis, massa. Sed eleifend nonummy diam. Praesent mauris ante, elementum et, bibendum at, posuere sit amet, nibh. Duis tincidunt lectus quis dui viverra vestibulum. Suspendisse vulputate aliquam dui. Nulla elementum dui ut augue.

EXPERIENCE

Job Title, Company Name

CITY, STATE - 2014 - PRESENT

- Nunc tempus felis vitae urna. Vivamus porttitor, neque at volutpat rutrum, purus nisi eleifend libero, a tempus libero lectus feugiat felis. Morbi diam mauris, viverra in, gravida eu, mattis in, ante. Morbi eget arcu. Morbi porta, libero id ullamcorper nonummy, nibh ligula pulvinar metus, eget consectetur augue nisi quis lacus. Ut ac mi quis lacus mollis aliquam. Curabitur iaculis tempus eros.
- Curabitur vel mi sit amet magna malesuada ultrices.
- Phasellus felis dolor, scelerisque a, tempus eget, lobortis id, libero. Donec scelerisque leo ac risus. Praesent sit amet est. In dictum, dolor eu dictum porttitor, enim felis viverra mi.
- Aliquam nec erat at purus cursus interdum. Vestibulum ligula augue, bibendum accumsan, vestibulum ut, commodo a, mi. Morbi ornare gravida elit. Integer congue, augue et malesuada iaculis, ipsum dui aliquet felis, et cursus magna nisl nec elit.
- Donec iaculis diam a nisi accumsan viverra. Duis sed tellus et tortor vestibulum gravida. Praesent elementum elit at tellus. Curabitur metus ipsum, luctus eu, malesuada ut, tincidunt sed, diam. Donec quis mi sed magna hendrerit accumsan. Suspendisse risus nibh, ultricies eu, volutpat non, condimentum hendrerit, augue.

Job Title, Company Name

CITY, STATE - 2013 - 2014

Job Title, Company Name

CITY, STATE - 2012 - PRESENT

EDUCATION

- Name of School, Focus Area, GPA
- Other Relevant Education, Name of Program
- Other Relevant Education, Name of Program
- Other Relevant Education, Name of Program

SKILLS

- List Your Skills	- List Your Skills	- List Your Skills
- List Your Skills	- List Your Skills	- List Your Skills
- List Your Skills	- List Your Skills	- List Your Skills
- List Your Skills	- List Your Skills	- List Your Skills

Skills

- Specific technical skills
 - General professional skills
 - Etc.

When completing your resume, remember:

James Morgan
1879 N. Franklin Road • Pittsburgh, Pennsylvania • 15206
CELL (412) 555-5558 • E-MAIL james.morgan@gmail.com

PROFILE
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nam cursus. Morbi ut mi. Nullam enim leo, egestas id, condimentum at, laoreet mattis, massa. Sed eleifend nonummy diam. Praesent mauris ante, elementum et, bibendum at, posuere sit amet, nibh. Duis tincidunt lectus quis dui viverra vestibulum. Suspendisse vulputate aliquam dui. Nulla elementum dui ut augue.

EXPERIENCE

Job Title, Company Name
CITY, STATE - 2014 - PRESENT

- Nunc tempus felis vitae urna. Vivamus porttitor, neque at volutpat rutrum, purus nisi eleifend libero, a tempus libero lectus feugiat felis. Morbi diam mauris, viverra in, gravida eu, mattis in, ante. Morbi eget arcu. Morbi porta, libero id ullamcorper nonummy, nibh ligula pulvinar metus, eget consectetur augue nisi quis lacus. Ut ac mi quis lacus mollis aliquam. Curabitur iaculis tempus eros.
- Curabitur vel mi sit amet magna malesuada ultrices.
- Phasellus felis dolor, scelerisque a, tempus eget, lobortis id, libero. Donec scelerisque leo ac risus. Praesent sit amet est. In dictum, dolor eu dictum porttitor, enim felis viverra mi.
- Aliquam nec erat at purus cursus interdum. Vestibulum ligula augue, bibendum accumsan, vestibulum ut, commodo a, mi. Morbi ornare gravida elit. Integer congue, augue et malesuada iaculis, ipsum dui aliquet felis, at cursus magna nisl nec elit.
- Donec iaculis diam a nisi accumsan viverra. Duis sed tellus et tortor vestibulum gravida. Praesent elementum elit at tellus. Curabitur metus ipsum, luctus eu, malesuada ut, tincidunt sed, diam. Donec quis mi sed magna hendrerit accumsan. Suspendisse risus nibh, ultricies eu, volutpat non, condimentum hendrerit, augue.

Job Title, Company Name
CITY, STATE - 2013 - 2014

Job Title, Company Name
CITY, STATE - 2012 - PRESENT

EDUCATION

- Name of School, Focus Area, GPA
- Other Relevant Education, Name of Program
- Other Relevant Education, Name of Program
- Other Relevant Education, Name of Program

SKILLS

- List Your Skills	- List Your Skills	- List Your Skills
- List Your Skills	- List Your Skills	- List Your Skills
- List Your Skills	- List Your Skills	- List Your Skills
- List Your Skills	- List Your Skills	- List Your Skills

- Consider the *reader*
- Include and describe content in a way that makes sense given the *purpose, audience, stakeholders, and context* of your résumé



Using the content from your Résumé Designer template, complete the Résumé Creation template

Learn & Earn | Activity Template | Résumé Designer

Use the sheet below to write the content for your résumé. Remember to consider the reader, purpose, context and criteria for the résumé, based on your Reader-Centered Résumé template.

Personal Profile

Who are you? _____

Why do you want this job? _____

What do you want to make better? _____

How will this prepare you for the future? _____

Work Experience

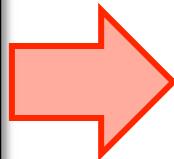
Position: _____
Employer: _____
Dates: _____ / _____
Responsibilities:
* _____
* _____
* _____

Position: _____
Employer: _____
Dates: _____ / _____
Responsibilities:
* _____
* _____
* _____

Skills

Education
School: _____
Dates: _____
GPA: _____
Awards: _____

LUMA INSTITUTE
© LUMA Institute



James Morgan
1879 N. Franklin Road • Pittsburgh, Pennsylvania • 15206
CELL (412) 555-5558 • E-MAIL james.morgan@gmail.com

PROFILE
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nam cursus. Morbi ut mi. Nullam enim leo, egestas id, condimentum at, laoreet mattis, massa. Sed eleifend nonummy diam. Praesent mauris ante, elementum et, bibendum at, posuere sit amet, nibh. Duis tincidunt lectus quis dui viverra vestibulum. Suspendsisse vulputate aliquam dui. Nulla elementum dui ut augue.

EXPERIENCE
Job Title, Company Name
CITY, STATE - 2014 - PRESENT

- Nunc tempus felis vitae urna. Vivamus porttitor, neque at volutpat rutrum, purus nisi eleifend libero, a tempus libero lectus feugiat felis. Morbi diam mauris, viverra in, gravida eu, mattis in, ante. Morbi eget arcu. Morbi porta, libero id ullamcorper nonummy, nibh ligula pulvinar metus, eget consectetur augue nisi quis lacus. Ut ac mi quis lacus mollis aliquam. Curabitur iaculis tempus eros.
- Curabitur vel mi sit amet magna malesuada ultrices.
- Phasellus felis dolor, scelerisque a, tempus eget, lobortis id, libero. Donec scelerisque leo ac risus. Praesent sit amet est. In dictum, dolor eu dictum porttitor, enim felis viverra mi.
- Aliquam nec erat at purus cursus interdum. Vestibulum ligula augue, bibendum accumsan, vestibulum ut, commodo a, mi. Morbi ornare gravida elit. Integer congue, augue et malesuada iaculis, ipsum dui aliquet felis, at cursus magna nisl nec elit.
- Donec iaculis diam a nisi accumsan viverra. Duis sed tellus et tortor vestibulum gravida. Praesent elementum elit at tellus. Curabitur metus ipsum, luctus eu, malesuada ut, tincidunt sed, diam. Donec quis mi sed magna hendrerit accumsan. Suspendsisse risus nibh, ultricies eu, volutpat non, condimentum hendrerit, augue.

Job Title, Company Name
CITY, STATE - 2013 - 2014

Job Title, Company Name
CITY, STATE - 2012 - PRESENT

EDUCATION

- Name of School, Focus Area, GPA
- Other Relevant Education, Name of Program
- Other Relevant Education, Name of Program
- Other Relevant Education, Name of Program

SKILLS

- List Your Skills

FLEX ACTIVITY

Option 4: Outcome of Interviews (40 minutes)

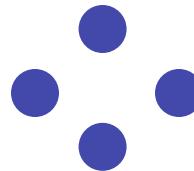
Consider using this activity to go deeper into the interview process.

If you decide to use this option:

- Move the following two slides into “Section II” of the slide deck (use Facilitator Guide as a reference).

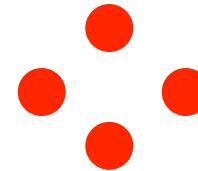


Make a decision in your respective groups



**“Interviewer”
Group**

- Would you like to hire the candidate?
- List 5+ criteria for your decision



**“Applicant”
Group**

- Do you want to work for the Interviewer in the position for which you applied?
- List 5+ criteria for your decision

Present your respective decisions and criteria. Applicants: respond to the decision by your potential employer.

- Final Decision
- 5+ Supporting Criteria

- Final Decision
- 5+ Supporting Criteria
- Respond to decision in ~1 minute

