Lesson Prerequisites

My Resume

⏱ Length
30-40 Minutes

Inquiry Prompts

- How can a resume present my skills, education, and experience in a way that best represents me?

Before You Begin

1. Ensure that you are able to log into your student demo account in Xello and are prepared to access Resume Builder. It will also be helpful to save some skills, volunteer experiences, education, etc. to your Timeline in your About Me ahead of time.
2. Ensure that students are able to log into their accounts and access **About Me**.
3. Decide whether to share directions and discussion reflections with your class via a slide deck and project for students to view, or on a whiteboard in the physical classroom.
4. Create a Xello **Assignment**. This is where students will submit their reflections at the end of the lesson.

Teaching Strategies

1 Pose the following questions to the class: What kind of information belongs on a resume? What are some uses for a resume? Take five minutes to discuss.

2 Direct students to log in to their accounts and click on their **About Me**. From your educator account, model scrolling down in your student demo account and click on Resume Builder.

3 Answer the first question as a class (click on the three correct statements about resumes).

4 Once you're redirected to the Resume Builder, walk your class through adding contact details as you model adding your own. Remind students of the importance of appropriate email addresses.

5 As a class, write your objective. Discuss the dos and don'ts of an objective statement:
- Do: highlight 2 or 3 top skills, tailor for specific jobs
- Don't: write more than 3 sentences, get too specific if not applying for particular job.

Materials Required

- Computers or tablets with Internet access
- Whiteboard and whiteboard markers (optional)

Artifacts

Students:

- create a resume through Resume Builder in **About Me**
- reflect on the importance of resumes in a Xello **Assignment**

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6. Under Education, model either adding your saved education to the resume or manually adding your educational information (if you have not saved any to your Timeline).

7. Allow students to continue through Resume Builder on their own, providing guidance or modeling as needed.

8. Once students have finished their resumes, have students answer the following reflection question in their Xello **Assignment**:

   - How can I use my resume to best represent my skills and experience to potential employers?

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