

Teacher Notes



Activity 4.2 Team Roles

1 class period

Introduction

In this activity, students will create a resume. Students will draw on their own real life experiences as work experience, and learn how to best promote themselves.

The essential question for this activity is:

- How can you create an original resume?

Teacher Resources

Knowledge of:

- MS Word – Creating, saving, modifying, opening, printing a word document, and how to use templates

Materials:

- Big 6 Graphic Organizer handout
- Real Life Work Experience handout
- Blank Resume template
- Tutorial – How to use the MS Word Resume Wizard
- Suggested Evaluation

LOTI

- Level.....3
- Category....Infusion
- Description - Technology-based tools including databases, spreadsheets, graphing packages, probes, calculators, multimedia applications, desktop publishing, and telecommunications augment selected instructional events (e.g., science kit experiments using spreadsheets or graphs to analyze results, telecommunications activities involving data sharing among schools).

Activity Objectives

- ✓ Students will recognize experiences in their own lives they can draw upon as work experience in order to promote themselves in a resume.
- ✓ Students will create a resume by using a template in MS Word

Motivate and Engage

Show students a graphic of an expensive toy, such as a plasma screen TV. Discuss the price of these items and the need for money for such luxuries. Discuss how salary is not only commensurate with education and training as discussed in Unit 3, but also on actually getting a job! This process is known as the Job Application Process and includes writing a Resume, completing a job application and interviewing for a position. Today's activity will focus on writing a resume.

Activity 4.2 Team Roles

1 class period

Instructional Procedures

	Classroom Activities	Classroom Discussion
Admin Tasks	<ul style="list-style-type: none">• Make copies of the Big6© Graphic Organizer• Make copies of Real Life Work Experience handouts• Make copies of Blank Resume templates	

Teacher Notes-

Activity 4.2 Team Roles

1 class period

	Classroom Activities	Classroom Discussion
Teacher Tasks	<ul style="list-style-type: none"> • Walk students through the Big6© Graphic Organizer • Brainstorm/Discuss Real Life Work Experiences handout with students • Give each student a blank Resume and have them complete it • Have students complete their resumes using the MS Word Resume Wizard 	<ul style="list-style-type: none"> • What is the information problem? • What information do we need? • Where will we get it? • How will you review and put it together? • What did you learn? (after activity) • What have you done in your life that you can consider as work experience? • Have you taken care of a younger brother or sister? • Have you cooked a meal for your family or friends? • Have you taken care of a family pet?

Teacher Notes -

Activity 4.2 Team Roles

1 class period

	Classroom Activities	Classroom Discussion
Student Tasks	<ul style="list-style-type: none">• Make copies of the Big6© Graphic Organizer • Brainstorm and discuss Real Life Work Experiences with teacher• Complete your resume by filling in the blank resume handout and by following the directions in the How to use the MS Word Resume Wizard tutorial.	<ul style="list-style-type: none">• What is the information problem?• What information do we need?• Where will we get it?• How will you review and put it together?• What did you learn? (after activity)

Teacher Notes-

Activity 4.2 Team Roles

1 class period

	Classroom Activities	Classroom Discussion
TEKS	<p>TEKS 1 (Foundations) Demonstrates knowledge and appropriate use of hardware components, software programs, and their connections.</p> <p>E. Use technology terminology appropriate to the task;</p> <p>F. Perform basic software application functions including, but not limited to, opening an application program and creating, modifying, printing, and saving documents;</p> <p>TEKS 2 (Foundations) Uses data input skills appropriate to the task.</p> <p>A. Demonstrate proficiency in the use of a variety of input devices such as mouse/track pad, keyboard, microphone, digital camera, printer, scanner, disk/disc, modem, CD-ROM, or joystick;</p> <p>B. Demonstrate keyboarding proficiency in technique and posture while building speed;</p> <p>TEKS 3 (Foundations) Complies with the laws and examines the issues regarding the use of technology in society.</p> <p>E. Demonstrate knowledge of the relevancy of technology to future careers, life-long learning, and daily living for individuals of all ages.</p> <p>TEKS 7 (Solving problems) Uses appropriate computer-based productivity tools to create and modify solutions to problems.</p> <p>A. Plan, create, and edit documents created with a word processor using readable fonts, alignment, page setup, tabs, and ruler settings;</p> <p>TEKS 10 (Communication) Formats digital information for appropriate and effective communication.</p> <p>A. Use productivity tools to create effective document files for defined audiences such as slide shows, posters, multimedia presentations, newsletters, brochures, or reports;</p>	

Teacher Notes-

Activity 4.2

Team Roles

1 class period

Extension

- Students can make their resumes from scratch or include more fields than those mentioned in the tutorial.
- Teachers may utilize ancillary materials accompanying each unit

Materials



Activity 4.2 Team Roles

1 class period

Table of Contents

<u>Topic</u>	<u>Page</u>
Big6 Graphic Organizer for Students	23
Real Life Word Experience	24
Blank Resume handout.....	25
Tutorial:	
How to use the MS Word Resume Wizard.....	26 - 33

Activity 4.2 Team Roles

1 class period

Materials

Name: _____

Class: _____ Date: _____

Super 3	Big6		Notes
1. Plan	I. Task Definition	a. What is the information problem? b. What information is needed to solve the problem?	
	II. Information Seeking Strategies	a. What are all the possible sources of information needed? b. Which of the sources are the best?	
2. Do	III. Location & Access	a. Where can you actually get or find the information sources? b. How will you get to the information?	
	IV. Use of Information	a. How will you review the information? b. How will you take notes on the information?	
	V. Synthesis	a. How will you put the notes and ideas together? b. How will you present the information you have gathered?	
3. Review	VI. Evaluation	a. How well did your product match the requirements set for the assignment? b. What did you learn—and how can you improve—the process you went through to solve the information problem?	

Activity 4.2 Team Roles

1 class period

Materials

Real Life Work Experience

This is a brainstorming activity in which students will see how they can consider things they do around the house into actual work experience on their self-produced resumes.

Have students brainstorm all the various jobs and chores they do around the house and list these on the board (or overhead projector)

“Convert” each chore into an “official sounding” job title for students to use in their resumes.

Examples:

Take care of little brother = Child Care Worker
Mow the lawn = Landscape Artist
Make breakfast = Chef
(If a child even knows what an oven is they can be a chef!)
Clean up room = Housekeeper
Bring mom a lemonade = Waiter/Waitress
Open door = Butler
Clean dishes = Dishwasher
Show little sister how to shoot a basketball = Coach
Put nails in a piece of wood = Carpenter
Pull hair out of drain = Plumber
Show little brother how to spell cat = Teacher
Take a phone message for dad = Secretary

This should get you going! Have students contribute their own ideas as well. Inform students they will be using their own household chores as “real” jobs in the following activity, where they will fill in a Resume of their own.

Activity 4.2 Team Roles

1 class period

Materials

Blank Resume

Address:

Phone

Fax

E-mail

SAISD

Objective

What you want to do? _____

Education

Years _____ School Address _____

Name of School _____

Awards/notes about school _____

Awards/notes about school _____

Awards/notes about school _____

Awards received

Awards here _____

Awards here _____

Awards here _____

Awards here _____

Work experience

Years _____ Where _____

Name of Job _____

Description of Job _____

Years _____ Where _____

Name of Job _____

Description of Job _____

Activity 4.2 Team Roles

1 class period

Materials

How to use the MS Word Resume Wizard

Table of Contents

<u>Topic</u>	<u>Page</u>
<i>For the Teacher</i>	
Teacher Prep	27
Must be completed prior to the assignment	
<i>For the Student</i>	
How to:	
Create a new document using a template	28
Fill in template information	33

Activity 4.2 Team Roles

1 class period

Materials

How to use the MS Word Resume Wizard

For the Teacher

Student should be comfortable working with documents in MS Word. Students may need assistance when copying and pasting lines to enter more than one job after the template has been applied in **Step 10**.

Make sure students realize that they will be using this resume to get a job the following day; therefore, they should do a great job! Also, inform them that their Job Objective should be to get an entry-level position with a magazine.

Before beginning, review the standard saving conventions you have been using with your class, and have students walk through the tutorial.

Activity 4.2 Team Roles

1 class period

Materials

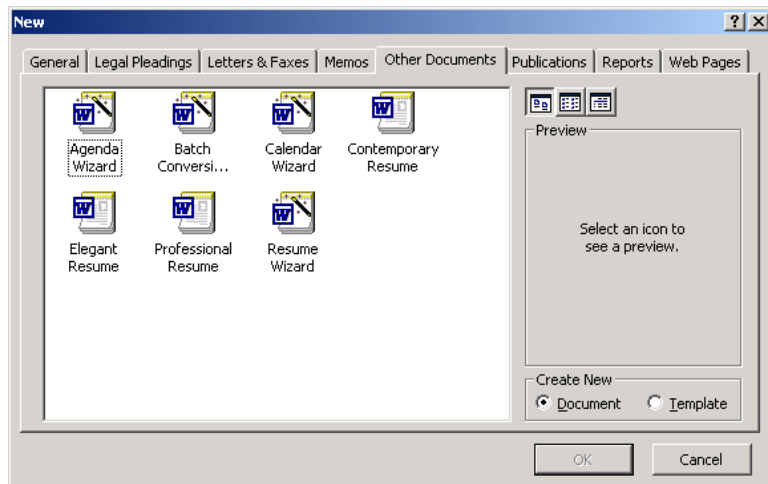
How to use the MS Word Resume Wizard

For the Students

Before beginning, make sure you understand the saving conventions you have been using in class throughout the year.

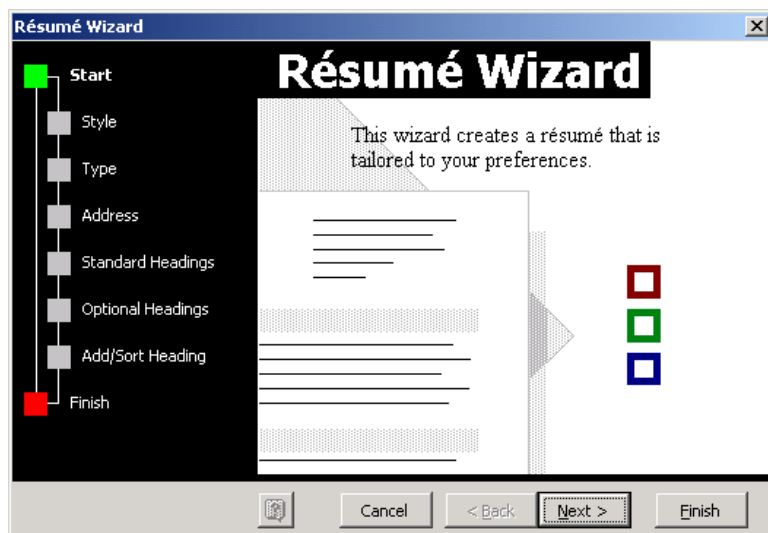
Step 1 –

Start MS Word. Select File, New, and select Resume Wizard under the Other Documents tab.



Step 2 –

Select Next



Activity 4.2 Team Roles

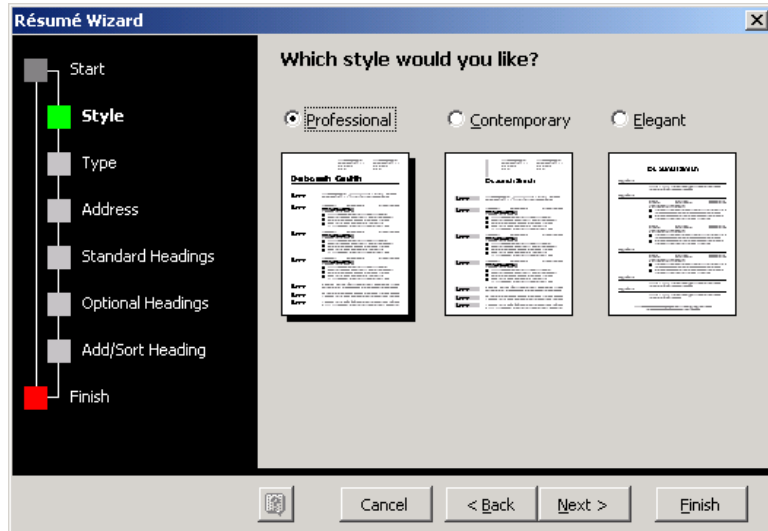
1 class period

Materials

How to use the MS Word Resume Wizard

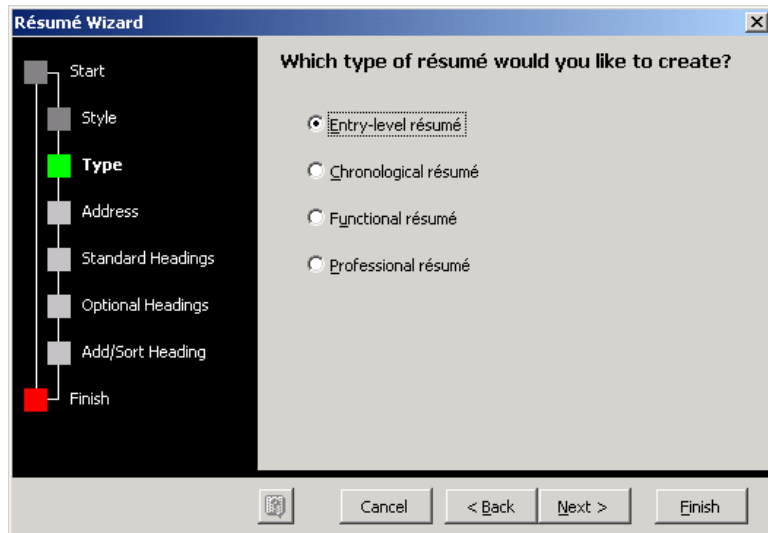
Step 3-

Pick one of the three styles



Step 4 –

Select Entry-level Resume



Activity 4.2 Team Roles

1 class period

Materials

How to use the MS Word Resume Wizard

Step 5 –

Fill in the blanks with your own information

The screenshot shows the 'Résumé Wizard' dialog box at the 'Address' step. On the left, a vertical progress bar has a green square next to 'Address'. The main area is titled 'What is your name and mailing address?' and contains several text input fields: 'Name:' with 'SAISD', 'Address:' with '1234 Kinderstrasse, San Antonio, TX 12345', 'Phone:' with '210-123-4567', 'Fax:' with 'Fax', and 'Email:' with 'me@nothere.com'. At the bottom are buttons for 'Cancel', '< Back', 'Next >', and 'Finish'.

Step 6 –

Select Objective, Education, Awards received, and Work experience

The screenshot shows the 'Résumé Wizard' dialog box at the 'Standard Headings' step. On the left, a vertical progress bar has a green square next to 'Standard Headings'. The main area is titled 'The résumé style you've chosen usually includes these headings. Select check boxes for headings you want.' and contains a list of headings with checkboxes: 'Objective' (checked), 'Education' (checked), 'Awards received' (checked), 'Interests and activities' (unchecked), 'Languages' (unchecked), 'Work experience' (checked), 'Volunteer experience' (unchecked), 'Hobbies' (unchecked), and 'References' (unchecked). At the bottom are buttons for 'Cancel', '< Back', 'Next >', and 'Finish'.

Activity 4.2 Team Roles

1 class period

Materials

How to use the MS Word Resume Wizard

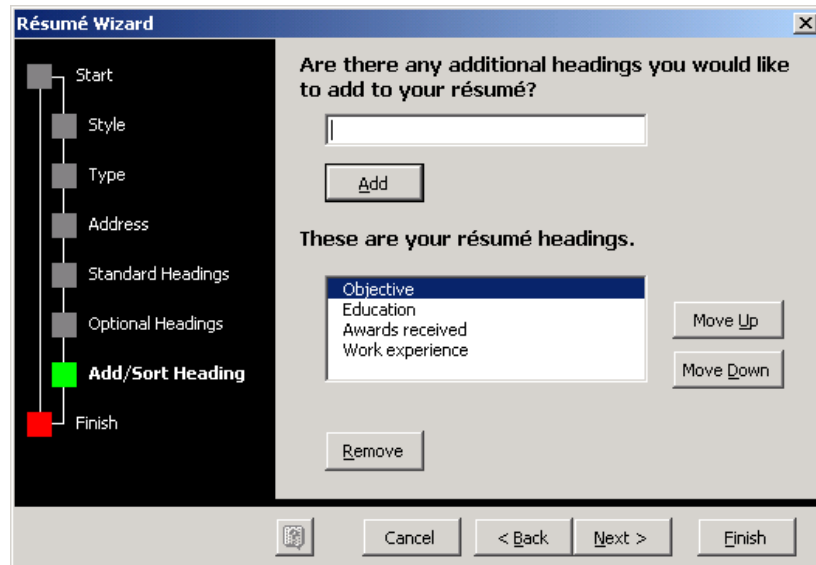
Step 7 –

Leave these boxes empty and select Next



Step 8 –

Select next again



Activity 4.2 Team Roles

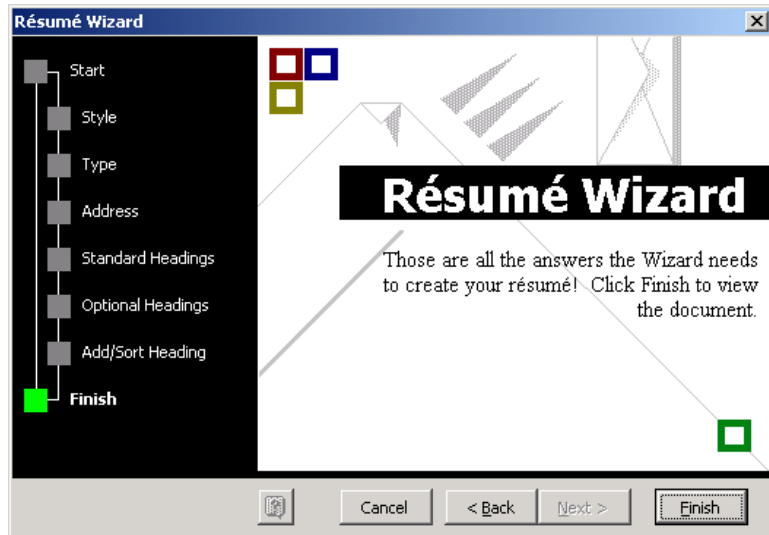
1 class period

Materials

How to use the MS Word Resume Wizard

Step 9 –

You're almost done!
Select Finish



Activity 4.2 Team Roles

1 class period

Materials

How to use the MS Word Resume Wizard

How to fill in the template information

Step 10 –

Now fill in the appropriate information.

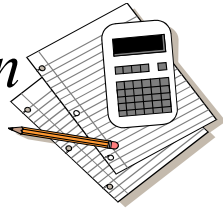
Just click in the gray areas and type in the information.

Don't use the Backspace key, as it will change the formatting on the page!

You may also need to copy and paste some of the lines to enter more than one job.

		1234 Kinderstrasse San Antonio, TX 12345	Phone 210-123-4567 Fax fax E-mail me@nothere.com
SAISD			
+			
Objective	[Type Objective Here]		
Education	19xx - 19xx	[Company/Institution Name]	[City, State]
	[Degree/Major]		
	▪ [Details of position, award, or achievement.]		
Awards received	[Click here and enter information.]		
Work experience	19xx - 19xx	[Company/Institution Name]	[City, State]
	[Job Title]		
	▪ [Details of position, award, or achievement.]		
□			

Evaluation



Activity 4.2

Team Roles

1 class period

Table of Contents

<u>Topic</u>	<u>Page</u>
Suggested Evaluations	35

Activity 4.2

Team Roles

1 class period

Evaluation

Suggested Evaluation:

1. Have a combined score according to the completed Big6 Graphic Organizer, and completed Resume handout.
2. Have a separate grade for the completed Resume (using the MS Word Resume Wizard)