

Materials



Activity 4.2 Team Roles

1 class period

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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?	

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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.

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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 _____

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How to use the MS Word Resume Wizard

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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.

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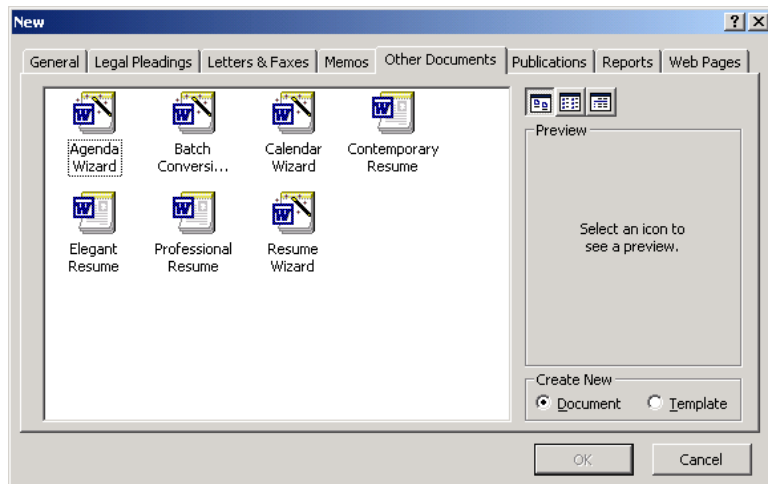
How to use the MS Word Resume Wizard

For the Students

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

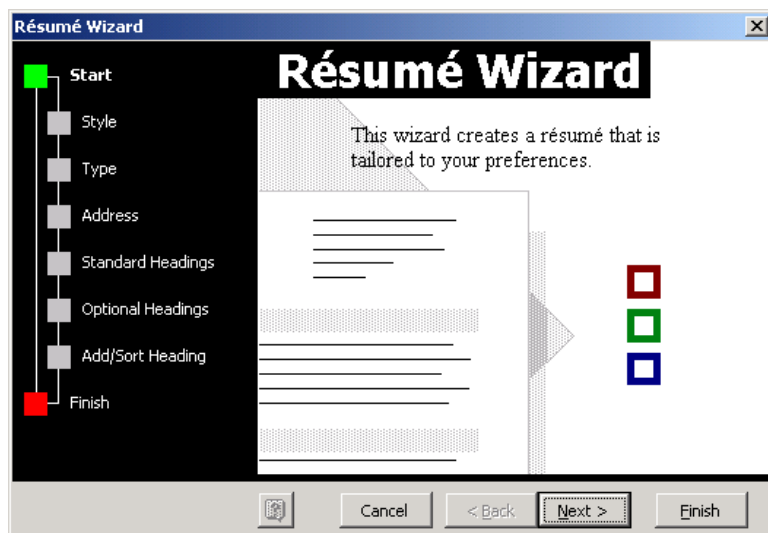
Step 1 –

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



Step 2 –

Select Next



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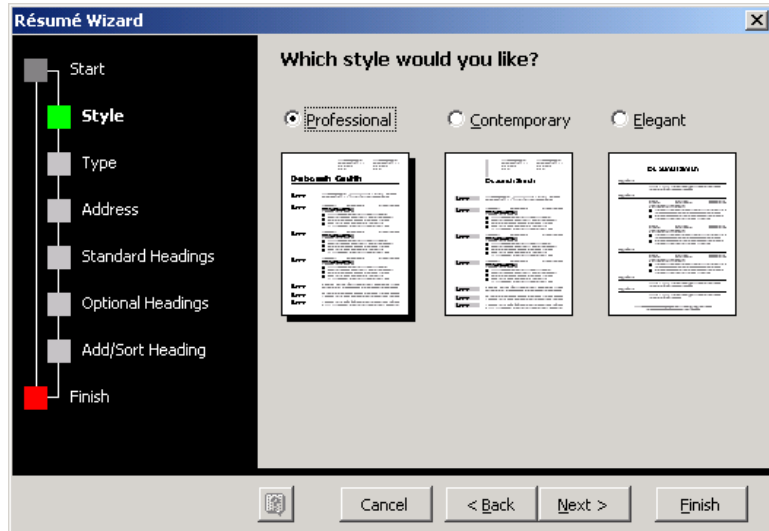
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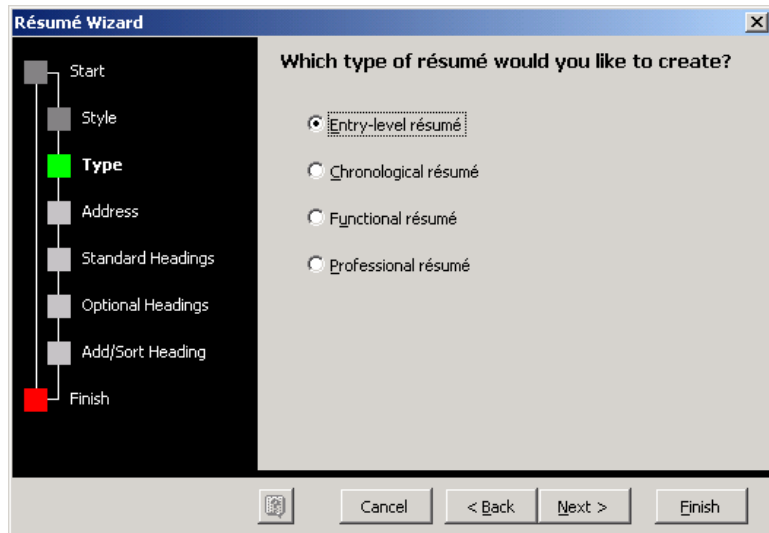
Step 3-

Pick one of the three styles



Step 4 –

Select Entry-level Resume



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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' (SAISD), 'Address' (1234 Kinderstrasse, San Antonio, TX 12345), 'Phone' (210-123-4567), 'Fax' (Fax), and 'Email' (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'.

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How to use the MS Word Resume Wizard

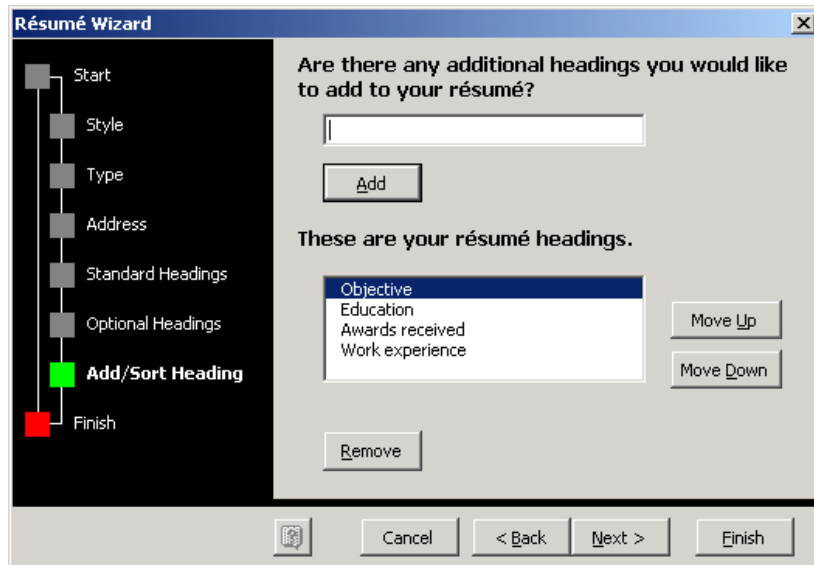
Step 7 –

Leave these boxes empty and select Next



Step 8 –

Select next again



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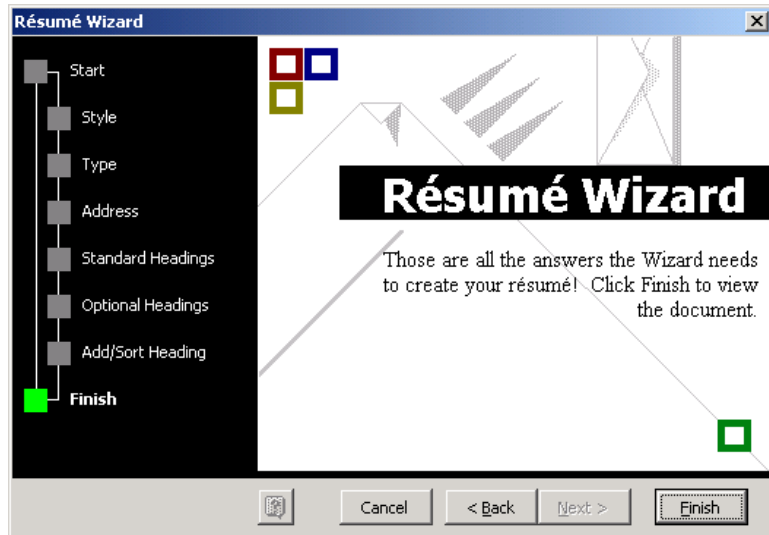
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How to use the MS Word Resume Wizard

Step 9 –

You're almost done!
Select Finish



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How to use the MS Word Resume Wizard

How to fill in the template information

Step 10 –

Now fill in the appropriate information.

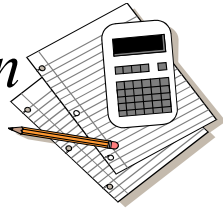
Just click in the gray areas and type in the information.

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



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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)