

LEARNING OBJECTIVES

After completing the program, the student should have a better understanding of how to design an effective first resumé by understanding what they are, why a resumé is important, how to structure a resumé, and how to compile experience on a resumé.

DISCUSSION TOPICS/QUESTIONS

1. What is the basic purpose of a resumé?
2. How are resúmes used by employers?
3. What's the most important component of a resumé?
4. What should you include in your resumé?
5. What is the main goal of a resumé?
6. How should the resumé be structured?
7. How should the resumé look?
8. Why is the first impression of the resumé so important?

INTENDED AUDIENCE

This program is designed for use with a general school audience, grades 7 - 12.

PRESENTING THE PROGRAM

To prepare a lesson plan for the presentation of each program, review the suggested outline below:

1. Before students view the program: Collect as many recommended books as possible to help generate class interest and participation. Preview each program and become familiar with the concepts that are presented in it.
2. Students view the program: The first viewing, if possible should be uninterrupted.
3. After the first viewing: Elicit discussion of what the students have seen and heard. The next viewing will be enriched by this general discussion.
4. Second viewing: The program may be viewed again, this time with attention to detail. The teacher should feel free to stop and question students regarding: a. what is happening in a visual; b. major concepts.
5. Post activities and discussion: Discussion questions for this program may be used to stimulate further interest, reinforce concepts and evaluate student comprehension.

Other Titles This Series

- L901 Overcoming Prejudice & Discrimination Through Multi-Culturalism
- L902 The Greatness Of Africa
- L903 The Splendor Of Ancient Egypt
- L904 African Contributions To U.S. History
- L905 African Influences On Early Europe
- L906 Africans Shaping The U.S. West
- L907 The Great Native American Civilizations
- L908 Self-Esteem For Native American Students
- L909 Native American History
- L910 The Great Civilizations Of South And Central America
- L911 Latino Influence On The United States
- L910 Latino Influence On The United States
- L912 Self-Esteem For Latino Students
- L913 The History Of Mexico
- L914 Raising Self-Esteem For African-American Students
- L915 Drug And Alcohol Awareness
- L916 Finding The Right Part-Time Job for You
- L917 The Multi-Cultural History Of The United States
Part One: Pre-History Through 1699
- L918 The Multi-Cultural History Of The United States
Part Two: 1700 Through 1849
- L919 The Multi-Cultural History Of The United States
Part Three: 1850 Through Present
- L920 Healthy Lifestyles: A Guide For Living
- L921 The Founding Fathers Of The United States
- L922 Survival Tips For Teens From Dysfunctional Families
- L923 The Truth About Slavery In History
- L924 Overcoming Intolerance In A Multi-cultural Classroom
- L925 Basic Skills: The Key To Getting Hired
- L926 Self-Esteem And Your First Job
- L927 Money Management
- L928 Your First Job Interview
- L929 The Student Guide To The Multi-cultural Classroom
- L930 Planning Your Career
- L931 Your First Resumé
- L932 The Multi-cultural World You're About To Enter
- L933 Getting And Keeping Your First Job
- L934 U.S. Immigrants: A Multi-Cultural Journey
- L935 Resisting Peer Pressure
- L936 AIDS: The Teen Guide To Living
- L937 Gangs: The Tough Decision To Stay Out
- L938 Native American Influence On The U.S.

YOUR FIRST RESUMÉ

TEACHER'S GUIDE

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INTRODUCTION

This program discusses the importance of your first resumé and offers the student tips and suggestions on how to create an impressive first resumé. It is designed to provide a background for further research and more advanced study.



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