Teacher Guide for EL Civics Objective 33.2 Apply for a Job

**Task 1: Reading job descriptions and completing a chart (all levels)**

**Task 2: Reading a profile and completing a job application (BL-IL)**

**Task 3: Reading a profile and completing a resume (IH-Adv only).**

**Students can send their assessments to this email:** **elcivicsemail@****gmail.com**

## Lesson Outline for Task 1

1. Provide students with employment opportunity advertisements according to their levels.
2. Give students job charts to complete.
3. If possible, after doing this in class, go to the computer lab and do this in the lab for digital literacy practice.

## Example 1 for Beginning Low – Beginning High:

Students are given multiple job opportunity descriptions like the one below.

Job Opening #1

The Loma Vista Restaurant needs 3 servers.

Location:  1266 San Carlos Ave., Concord

To apply, call 555-5555  between 2 p.m. and 5 p.m. M-F

The positions are full-time.  Will train.

Requirements: Must be 21 or older.

     Must work weekends.

Qualifications:  Must work well with others.

Compensation:  $9.00 per hour

## Job information Chart

Students practice filling in a chart with multiple boxes for fill in given four job opportunity descriptions.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Job opening # | Job opening # | Job opening # | Job opening # |
| What is the position? |  |  |  |  |
| What is the name of the business? |  |  |  |  |
| Is the position part-time or full-time? |  |  |  |  |
| How much is the pay? |  |  |  |  |

## Example 2 for Intermediate Low to Advanced:

Students are provided multiple job opportunity descriptions like this one.

The Pleasant Hill Hotel is now accepting applications for clerks to greet guests.

We need three clerks.  No experience needed. We will train.

We are located at 789 Crescent Circle. Apply in person Tuesdays and Thursdays from 4 to 6 PM.

We offer health benefits, paid holidays, and room for advancement.
Requirements: Must be 18 years-old

Qualifications: Must be able to speak English to ask questions about tasks and work well with others.

For more information, go to [www.pleasanthillhotel.com](http://www.pleasanthillhotel.com)

## Job information Chart

Students practice filling in a chart with multiple boxes for fill in given four job opportunity descriptions.

Please complete the chart for 4 job openings.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Job | Job | Job | Job |
| What is the job position? |  |  |  |  |
| Is the job full-time or part-time? |  |  |  |  |
| How much is the pay? |  |  |  |  |
| How do you apply for the job? |  |  |  |  |

## Lesson Plan Outline for Task 2 Beg Low – Int Low

Students read scenarios and fill in job applications. They can also practice doing their own job applications. However, the assessment gives them a scenario of a person’s background and job history. The students use this to complete a job application either on paper or, preferably in a computer lab where the job application is a fill-in Word document that is saved and sent to the assessor via email.

## Oral Practice:

Handout these questions to student for pair practice. Note that it is easy to make four per page and cut the pages in quarters.

Directions:

Answer the questions.  Use complete sentences.  Do not copy the questions.

1.  What is your first name?

2.  What is your last name?

3.  What is your address?

4.  What city do you live in?

5.  What state do you live in?

6.  What is your zip code?

7.  What is your telephone number?

8.  What is your birth date?

9.  What is your birthplace?

10.  What is your sex?

11.  What is your marital status?

## Additional Vocabulary Practice:

### Vocabulary Matching

Directions: Match the word to its explanation.

1.  position

2.  apply

3.  information

4.  start

5.  prefer

6.  references

7.  skills

8.  knowledge

9.  employment

10. date available to start working

11.  experience

\_\_\_ a.  work you do to get money

\_\_\_ b.  date when it is possible to begin working

\_\_\_ c.  actions you can do well, abilities, things you are able to do well

\_\_\_ d.  facts you know

\_\_\_ e.  job

\_\_\_ f.  like something more

\_\_\_ g.  begin doing something

\_\_\_ h.  the information you get from learning and experience

\_\_\_ i.  knowledge or skill that you gain from doing a job or activity

\_\_\_ j.  people who know you

\_\_\_ k.  ask for a job

## Sample Scenario for Beginning Students:

Employment History of Alex Dante Spanos

Alex Dante Spanos is looking for a new full-time job.

His address is 1679 Farm Hill Road in Concord, California.

His zip code is 94518.

His email is aspanos@yahoo.com

His cell phone number is 925-606-5750.

Alex wants a full-time job as a custodian for Mt. Diablo Adult Education.

Alex can start the new job on May 20th.

Now Alex works part time at Ace Hardware.

The address is 2025 Contra Costa Boulevard in Pleasant Hill.

The telephone number is 925-676-2475.

He started work at ACE in February 2010.

His supervisor is Martin Martinez.

Alex took ESL classes and got his GED at Mt. Diablo Adult Education in Concord, CA in 2020.

Jack Tripper is a reference.

He was Alex’s teacher at Mt. Diablo Adult Education.

Jack Tripper’s email is jtrip@gmail.com

Please fill in the employment application for Alex Dante Spanos.

## Sample Job Application

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employment Application**

1. Position applied for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Personal Information:

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 2. Last 3. First 4. Middle

5. Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Number Street

                   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 6. City 7. State 8. Zip code

9. Home phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_  10. Other phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Work / Mobile

11. Date available to start: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 12.  Circle   Full-time  /  Part-time

Education:

School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 13. Name 14. Location

             \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 15. Dates attended 16. Degree or certificate attained

Please list any special skills or abilities that you have:

17. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

18. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

References:

Please list a person who can provide a reference for you

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

19. Name 20. Telephone number 21. Relationship

Work Experience:

List your current or most recent work experience:

22. From \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

23. Name of employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

24. Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

25. Job title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

26. Job duties/skills: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

27. Name of supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

28. Telephone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I swear all statements in this application are true and correct.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

         29. Applicant signature         30. Date

## Sample Scenario for Intermediate Students:

Employment History of Maria Luisa Gomez

Maria Luisa Gomez lives in Bay Point, California.  Her address is 1334 Meadow Court.  Her zip code is 94565.  Her home telephone number is (925) 555-1234.  Her cell phone number is (925) 334-4432.

Maria works at The Right Fit Shop at 1367 Willow Pass Road in Concord.  Her boss is Sonia Diaz.  The phone number is (925) 932-5932.  Maria is a seamstress and works from 12:30 p.m. to 6:30p.m., Wednesday through Saturday.  She makes dresses, blouses, skirts and pants and alters clothes that people bring to the stop.  She started working there in August 2001.  She likes her job and her boss, but she wants more money.

Maria attended Santa Maria Technical High School in Guadalajara, Mexico from September 1997 to June 2001.  She received a secretarial certificate.  She can use a computer to type letters and reports.  She can take dictation.  She can type 75 words a minute.  She wants a job as a full-time secretary.  She can speak Spanish and English.

She sees a job advertisement in the newspaper for a secretary at Jim’s Automotive Repairs.  Her friend Susan Jones says that she should apply for the job.  Maria asks Susan to be her reference.  Susan says OK.  Her phone number is (925) 688-3456.

Maria can start work on March 12.

**Please complete an employment application for Maria Luisa Gomez.**

## Practice Job Application for Intermediate Students

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employment Application**

1. Position applied for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Personal Information:

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 2. Last 3. First 4. Middle

5. Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Number Street

                   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 6. City 7. State 8. Zip code

9. Home phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_  10. Other phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Work / Mobile

11. E-mail address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

12. Date available to start: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 13.  Circle   Full-time  /  Part-time

Education:

List the school you most recently attended first:

School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 13. Name 14. Location

             \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 15. Dates attended 16. Degree or certificate attained

School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 17. Name 18. Location

             \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 19. Dates attended 20. Degree or certificate attained

Please list any special skills or abilities that you have:

21. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

22. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

References:

Please list two people who can provide references for you

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

23. Name 24. Telephone number 25. Relationship

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

26. Name 27. Telephone number 28. Relationship

Work Experience:

List your current or most recent work experience:

29. From \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

30. Name of employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

31. Name of supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 32. Telephone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

33. Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

34. Job title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

35. Job duties/skills: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List your most recent past experience:

36. From \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

37. Name of employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

38. Name of supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 39. Telephone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

40. Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

41. Job title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

42. Job duties/skills: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

43. Reason for leaving: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I swear all statements in this application are true and correct.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

         44. Applicant signature         45. Date

## Lesson Plan Outline for Task 3 Int High to Advanced

Provide students with several examples of resumes. There are many good resources online for these. Two different types to include in instruction include chronological and functional resumes, Discuss the differences and what information is included in each type.

## Example Resume

Mark Anthony Field

1450 Sycamore Lane 925-569-4749

Pleasant Hill, CA 94523 mafield@yahoo.com

Professional Profile

* Expert customer service skills
* Bilingual in Spanish and English
* Available to work days, nights, and weekends

Professional History

Fairchild’s Department Store, Concord CA.  Sales Associate in Men’s Clothing (July 2006-present.)

* Helped customers
* Ordered men’s clothing

Thomas Brothers Shoes, Nashville TN. Stock clerk (June 2004-May 2006.)

* Unpacked boxes
* Stocked shoes on shelves

Education

Mt. Diablo College, Pleasant Hill, CA. Bachelor’s Degree in Business Administration, 2010.

Tennessee Technical University, Nashville, TN.  Certificate in Business Administration, 2008.

Certificates

* Certificate in Business Administration

## Resume Writing Template

Students can be asked to practice writing out a resume in class using a scenario from Task 2. Ultimately, students will need to write out their own resume for practice (and on the assessment). Use a template similar to this one or find a fillable one online. Practice In the computer lab is important. Note that most students will need some instruction in how to center text, change font and font size, use of bold or underline text, and adding in bullets. As a result, students need to bring a USB drive to save their resumes and bring them again for final touches on another day.

Optimally, the resume will be created on a computer and sent to the assessor electronically.

*(First and Last Name)***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*Street Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City, State, Zip:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**Professional Profile** *List all soft and hard skills*

*Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email*:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

∙ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Professional History** *List work experience in chronological order.*

*List duties and responsibilities of the job at each bullet point*.

*Name of Business, Location, Title of Job, Dates (Month/Year-Month/Year):* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *Name of Business, Location, Title of Job, Dates (Month/Year-Month/Year):* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Education** *List education in chronological order.*

*Name of school, City, State, Degree earned, Date (Month Year)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_