

# Creating A RESUME - Employment Skills

## Summary

Students will discuss and create a resume.

## Time Frame

2 class periods of 90 minutes each

## Group Size

Large Groups

## Life Skills

Employability

## Materials

Computer, LCD Machine

## Intended Learning Outcomes

Students will be aware of basic employability qualities. They will complete a sample job application and create a personal resume.

## Instructional Procedures

See attached Lesson Plan and activities. These activities may take 2 class periods. Guest Speakers may include: Business child care owners, counselors, Employment agencies, etc. Resumes may be completed as a homework assignment or just computer labs to create the resumes.

## Bibliography

USOE Child Care Curriculum, 1995 Working With Young Children, Goodhart & Wilcox Company, Inc. 1988

## Authors

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