

Section 5: Landing the Right Job

Create a Resume

Objective:

To help assist students learn how to build a basic resume. Also, students are asked to read the details of a more detailed resume for future reference.

Materials needed:

Computers for MCIS access.

Procedure:

Instruct students to log into MCIS from the SmartAboutCollege Web site (www.SmartAboutCollege.org) and go to the "Job Search" link under "Occupations & Employment". Create "Resumes & Cover Letters" within Step 7. Have the students use the "Youth Resume" tab and to look at examples. These are great tips for students with little or no work experience who are attempting to complete their first resume.

Discussion:

Students can share their resumes with classmates to compare and assist each other with improvements.

Time needed:

One or two class periods.