

# Starting a Resume

## FOR MIDDLE SCHOOL STUDENTS

### ASCA Standard

- C:A1.3 - Develop an awareness of personal abilities, skills, interests, and motivation
- C:A2.6 - Learn how to write a resume

### Materials

- Paper and writing utensil



## Introduction

Today's lesson is focused on identifying components of a resume, an essential material to landing a job or an internship opportunity.

Our objectives for today are to:

- Think about possible future job or internship opportunities
- Summarize leadership experiences, skills, and notable accomplishments
- Identify areas for improvement in order to strengthen employability

Along the way, we'll explore questions such as

- How does leadership transfer to the workplace?
- What will set you apart as an applicant?

## Directions

1. Gauge the room's knowledge about jobs by facilitating a discussion. Discuss the following questions:
  - What do you think employers look for?
  - How should you show up for an interview?
  - What questions do you think employers will ask you during the interview?
  - Are there any jobs or internship opportunities you're interested in right now?
2. Instruct students to take out a piece of paper and a writing utensil. Independently, students are to think about their experiences, skills, accomplishments, talents, and other important identifiers that are unique to them and important for future employers to know. ***While students are working, provide assistance to students who might need help.***
3. Provide additional time for students to prepare answers to the following:
  - Introduce yourself
  - What notable leadership experiences do you have?
  - What skills do you have?
  - What future job do you want and how are you going to get there? Is there anything you can do now to prepare yourself?
4. Instruct students to turn to a partner and share their responses to Direction Number 3.
5. Call on a few students to share their responses.

## Reflections and Takeaways

To end the activity, summarize the main takeaways (“As John said,....” or “As Angela offered...”). Point out that joining clubs and extracurricular activities are essential to building ‘soft skills’ for employment. Note that the activity today is the start of writing a resume. Instruct students to Google “Resume” when they get home.

# Creating Your College List

FOR HIGH SCHOOL STUDENTS

ASCA Standard

- A:B2.7 - Identify post-secondary options consistent with interests, achievement, aptitude, and abilities.

Materials

- Naviance
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## Introduction

Today's lesson is focused on creating a list of colleges that you are interested in. This list is not final, so be liberal with adding them on Naviance!

Our objectives for today are to:

- Discuss college 'fit factors' and success
- Create a list of colleges that are of interest in Naviance

Along the way, we will discuss questions such as

- What are the different types of environments that influence college choice?
- What are your future goals and how is college going to help you reach them?
- How can you narrow down your college choices based on interest?

## Directions

1. Start a discussion about the beginning stages of searching for colleges. This may entail:
  - a. Asking students to share colleges they are already interested in and why?
  - b. Asking students about their experiences on college campuses.
  - c. Asking students if they have any siblings in college and if they are aware of how they made their choice.

**Tip: If any student mentions the college fit factors on #2, write them on the board!**

2. Complete the list of college fit factors on the board and discuss:
  - a. Small, Large
  - b. Urban, Suburban, Rural
  - c. Private, Public
  - d. 4 Year, 2 Year
  - e. PWI, HBCU
  - f. Instate, Out of State
  - g. All Female, All Male, Coed
3. Discuss college admission requirements such as
  - a. SAT
  - b. GPA
4. Transition to the activity by stating how Naviance has a tool that filters colleges that are based on students' interests and college fit factors.

## Activity

1. Log in to Naviance
2. On the main page
  - a. Click on Colleges
  - b. Click on Find Your Fit
  - c. Click on Supermatch College Search
3. Select Your Fit Criteria
4. Check your results and pay extra attention on schools that have 100% fit scores
5. Pin colleges to compare
6. If there are any colleges that catches your attention, click on the school directly from Naviance to view an overview of the college such as the graduation rate, acceptance rate, majors, and application deadlines. At the bottom of the page, view the scattergram



to compare yourself to other students in your school that have been accepted based on GPA and SAT score.

7. If there are any colleges that you are highly interested in, add them to your “Colleges I’m Interested In” on Naviance!

[Resource: Step by step youtube video](#)

## Reflections and Takeaways

To end the lesson, summarize the main takeaways (“As John said,....” or “As Angela offered...”). Point out that the “College I’m Interested In” list is important. As students do more research, schools on the list may be updated. Encourage students to do additional research and to visit colleges. Instruct students to talk to other people (peers, siblings, parents, teachers, counselors, administrators, other relatives) about college fit factors. State that you will revisit this topic so that students can make informed decisions when they finally apply to the college.