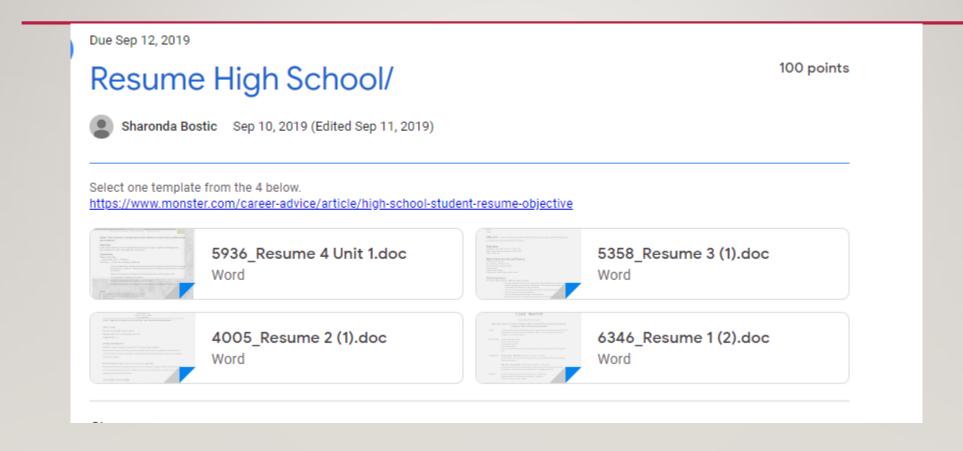
STUDENT INSTRUCTIONS



HANNAH LAMBERT

1 Trojan Way, Barnesville, GA 30204

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Objective

Responsible and reliable high school Senior seeking a cashier position at a popular local restaurant.

Experience

Cashier

- June 2019 - Present

Dairy Queen • 119 Atlanta St, Barnesville, GA 30204

- Provides customer services which includes greeting customers and providing an enjoyable environment for customers
- · Stock items in the restaurant
- · Clean the trash cans, bathrooms, and parking lot
- . Take orders and hand out food while on drive thru
- . Operating the register and handling money in an accurate and timely manner

Skills

- Clarinet
- Spanish Language
- CPR certified
- · Certified in Microsoft Applications
- . Is familiar with Adobe After Effects

Education

 Lamar County High School High School Diploma anticipated in May 2020 Senior – GPA: 3.7

References

- Deborah Howell- Howellde@lee.k12.ga.us
- Jamie Oder- Oderja@lee.k12.ga.us

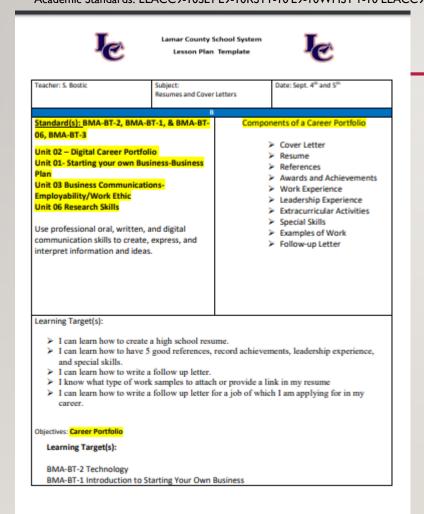
Organization (20%)	Exemplary • Accurately uses correct business writing format and structure 20 points	3. Accomplished • Mostly uses correct business writing format and structure 15 points	Developing • Some notable errors with respect to correct business writing format and structure Points	Beginning • Several notable errors with respect to correct business writing format and structure points
Content (20%)	4. Exemplary • Piece of writing clearly states the purpose • Easy to follow • Tone is appropriate for intended audience 20 points	3. Accomplished • Piece of writing clearly states the purpose • Somewhat hard to follow • Tone is generally appropriate for intended audience 15 points	Developing • Purpose of piece of writing is unclear • Hard to follow • Tone is too formal or too informal for intended audience 10 points	1. Beginning • Purpose of piece of writing is unclear • Main idea is not supported by explanations or facts • Writing rambles; hard to follow or understand • Tone is inappropriate for intended audience 5 points
Appearance (20%)	Exemplary • Typed, using correct spacing, font, and format Points	3. Accomplished • Piece of writing typed with few problems in spacing, font, or format 15 points	Developing • Piece of writing typed with frequent problems in spacing, font, or format Points	Beginning • Piece of writing not typed; wrong format used and hard to read points
Language Usage (20%)	4. Exemplary • Accurate use of punctuation and grammar • No spelling errors 20 points	3. Accomplished • One or two mistakes with punctuation or grammar • One or two spelling errors 15 points	Developing • More than two mistakes in punctuation or grammar • More than two spelling errors Points	Beginning • Incorrect use throughout the letter of punctuation or grammar • Frequent spelling errors distract from letter points
Activity Specific (20%)	4. Exemplary • Avoids generic words like "natural leader" and lists 3-4 specific hard skills on the the resume 20 points	3. Accomplished • Avoids generic words like "natural leader" and lists 2-3 specific hard skills on the the resume 15 points	2. Developing • Still includes generic words like "natural leader" but also lists at least one specific hard skill on the the resume 10 points	Beginning • Does not list any hard skills or fails to follow instructions altogether points

Grade: 90 Comments: Excellent Resume! Do not include your job references. Make this section for volunteer work.

LESSON PLANS-RESUMES

Unit 01 - Basic Human Resources

CTAE Standards: BMA-IBT-1 BMA-IBT-1.4 BMA-IBT-1.6 BMA-IBT-1.1 BMA-IBT-11.1 BMA-IBT-11.2 BMA-IBT-11.3 BMA-IBT-11.4 BMA-IBT-11.5 BMA-IBT-12.1 BMA-IBT-12.2 Academic Standards: ELACC9-10SL1 L9-10RST1-10 L9-10WHST 1-10 ELACC9-10SL4





Lamar County School System

Lesson Plan Template



BMA-BT-06 Research Skills

BMA-BT-3 Communications-Employability-School Work Ethic

- Students will create, edit, and publish industry appropriate documents using technology as a tool to increase productivity.
- Students will use flipsnack to create digital portfolio and load documents
- Students will utilize information and technology tools to conduct business effectively and efficiently to work in the digital world.

TRANSITION TO WORK SESSION (WE DO)

Activities/ Strategies:

Students will watch a brief video outlining the importance of a digital portfolio.

- > Students will watch a brief video outlining the importance of a digital portfolio.
- Review digital portfolio sample PowerPoint Sample will be located in google classroom also.
- Review Rubric for Career Project <u>Digital</u>
- Career Portfolio and rubric assignment.docx
- A Review of sample high school

resumes https://www.google.com/search?safe=strict&rlz=1C15OIL_enUS859US859& q=good+high+school+resumes&thm=isch&source=univ&sa=X&ved=2ahUKEwiDuIS39 ubkAhUSSN8KHYnzAisOsAR68AgHEAE&biw=1920&bih=937#imgrc=-

- FBLA Project-Resumes https://www.fbla-pbl.org/media/Format-Guide-Competitive-Events.pdf
- Reviewing parts of a letter for cover letters
- Capstone project Resume for Seniors

WORK SESSION (YOU DO)

Activities/ Strategies:

Research latest email features added to Gmail Demonstrate to students each feature prior to usage Incorporate student activities