

STUDENT INSTRUCTIONS

Due Sep 12, 2019

Resume High School/

100 points

 Sharonda Bostic Sep 10, 2019 (Edited Sep 11, 2019)

Select one template from the 4 below.

<https://www.monster.com/career-advice/article/high-school-student-resume-objective>



5936_Resume 4 Unit 1.doc

Word



5358_Resume 3 (1).doc

Word



4005_Resume 2 (1).doc

Word



6346_Resume 1 (2).doc

Word

HANNAH LAMBERT

1 TROJAN WAY, BARNESVILLE, GA 30204

470-493-8527 • lamberthannah86@gmail.com

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

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-2.1 BMA-IBT-1.1 BMA-IBT-1.1.1 BMA-IBT-1.1.2 BMA-IBT-1.1.3 BMA-IBT-1.1.4 BMA-IBT-1.1.5 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

Teacher: S. Bostic	Subject: Resumes and Cover Letters	Date: Sept. 4 th and 5 th
Standard(s): BMA-BT-2, BMA-BT-1, & BMA-BT-06, BMA-BT-3		
<p>Unit 02 – Digital Career Portfolio</p> <p>Unit 01- Starting your own Business-Business Plan</p> <p>Unit 03 Business Communications-Employability/Work Ethic</p> <p>Unit 06 Research Skills</p> <p>Use professional oral, written, and digital communication skills to create, express, and interpret information and ideas.</p>	<p style="text-align: center;">Components of a Career Portfolio</p> <ul style="list-style-type: none"> ➤ Cover Letter ➤ Resume ➤ References ➤ Awards and Achievements ➤ Work Experience ➤ Leadership Experience ➤ Extracurricular Activities ➤ Special Skills ➤ Examples of Work ➤ Follow-up Letter 	
<p>Learning Target(s):</p> <ul style="list-style-type: none"> ➤ I can learn how to create a high school resume. ➤ I can learn how to have 5 good references, record achievements, leadership experience, and special skills. ➤ I can learn how to write a follow up letter. ➤ I know what type of work samples to attach or provide a link in my resume ➤ I can learn how to write a follow up letter for a job of which I am applying for in my career. 		
<p>Objectives: Career Portfolio</p> <p>Learning Target(s):</p> <p>BMA-BT-2 Technology</p> <p>BMA-BT-1 Introduction to Starting Your Own Business</p>		

Lamar County School System
Lesson Plan Template

<p>BMA-BT-06 Research Skills</p> <p>BMA-BT-3 Communications-Employability-School Work Ethic</p> <ul style="list-style-type: none"> ➤ 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)
<p>Activities/ Strategies:</p> <p>Students will watch a brief video outlining the importance of a digital portfolio.</p> <ul style="list-style-type: none"> ➤ 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 Digital Career Portfolio and rubric assignment.docx ➤ A Review of sample high school resumes https://www.google.com/search?safe=strict&rlz=1C15QJL_enUS859US8598_g=good+high+school+resumes&thm=isch&source=univ&sa=X&ved=2ahUKFwiDuIS39_uhkAhUSNRKHVnZAvsQsAR6RAqHFAE&biw=1920&bih=937#imgre=-TCHRHVbJBMufM ➤ FBLA Project-Resumes https://www.fbla-phl.org/media/Format-Guide-Competitive-Events.pdf ➤ Reviewing parts of a letter for cover letters ➤ Capstone project Resume for Seniors
WORK SESSION (YOU DO)
<p>Activities/ Strategies:</p> <p>Research latest email features added to Gmail</p> <p>Demonstrate to students each feature prior to usage</p> <p>Incorporate student activities</p>