English 7 - Life Skills Unit

Objective – To learn the skills and documents needed to apply for a job. To learn skills to successfully get a job.

Backstory – Congratulations! You made it to high school. This is a very important time in your life; you have lots of freedom, but you also have lots of responsibility. Imagine you are at an age where you are looking to get your first job. For some of you this will be sooner (or has already happened), for some of you this will be later. Let's learn what you need to successfully enter the workforce.

Part 1 – Creating a Resume

A resume is a document created by a person to present their background, skills, and accomplishment. It is used to get a job.

Task – Create a resume that showcases your background, skills, and accomplishments.

Step Checklist

* Step 1 – Look at the example resume.
* Step 2 – Log into Google Classroom and find the assignment called "My Resume".
* Step 3 – Load the template that is attached to the assignment.
* Step 4 – Fill out the template using your own words. Remember, you are trying to highlight yourself so promote who you are! There is no need to include any personal information. All that is needed Is your name.
* Step 5 – When are finished, proofread your resume and look for spelling mistakes.
* Step 6 – Complete the criteria checklist at the bottom of this page.
* Step 7 – Turn in the assignment on Google Classroom.

**Writing Checklist - Resume**

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| --- | --- | --- |
| 1 – No, 2 – Yes, 3 – Well Done | | |
|  | Self | Teacher |
| **Objective** – you clearly defined your objective. |  |  |
| **Education** – you have listed where you have gone to school. |  |  |
| **Experience** – you have listed any volunteer/work experience that you have. |  |  |
| **Skills –** you have included at least 5 skills that you have. |  |  |
| **Spelling** is correct. |  |  |
| **Punctuation** and use of **capital letters** is correct. |  |  |
| **Sentences** are complete, make sense, and flow smoothly. |  |  |
| Overall mark/comments: | | |