



Example Activity Plans for Teaching Job Seeking Skills

Topic: Understanding the Parts of a Resume

Instruction on job-seeking skills helps students understand their role and responsibility when it comes to finding a job. If students can construct a professional resume, they are more likely to get an interview.

Activity Description: Provide students with the definition of the components of a resume. Ask students to identify the information they would provide for each part of the resume.

Example Scenarios:

- Personal Information
- Educational Background
- References
- Employment History

Reflection Questions: After your students complete the activity, ask them the following questions to reflect on their experience.

1. How can providing the correct information on a resume help employers get to know you?
2. How does understanding the parts of a resume make it easier to complete a job application?

Making Connections:

1. How can you store the information that you will need to create a resume?
2. How is information included on a resume also used for other reasons such as opening a bank account or for scheduling appointments?
3. As a student, when are you asked to provide this type of information?



Topic: Identifying Skills on a Job Posting

Instruction on identifying skills on a job posting will help students recognize the skills that match their resume.

Activity Description: Provide students with a link to a job search website (i.e., Indeed, Zip Recruiter, Glassdoor). Students will search for a job they are interested in, select a job posting, and identify the skills needed for this job.

Example Scenarios:

- Students identify the requirements that are listed for the job
- Students identify qualifications that are needed for the job
- Students identify any soft or technical skills needed for the job

Reflection Questions: After your students complete the activity, ask them the following questions to reflect on their experience.

1. What skills were listed on a job posting that you did not expect?
2. What requirements, qualifications, or skills do you currently have that would make you qualified for the job?
3. Why is it important to make sure your skills align with the job requirements that are on a job posting before you apply?

Making Connections:

1. How can knowing the skills an employer is looking for help you when searching for jobs?
2. How can you be sure that you learn or gain the skills needed for the job you want?
3. What can you do while you are a student that will help you prepare for the job you want?