

Communication Skills
Resume Writing
Lesson Plan

<u>Objective:</u> Participants will be able to understand and practice creating an impressive resume.	
<u>Total Time:</u> 90 Minutes	
<u>Material required:</u> Computer lab with internet, projector & screen, MS Word installed	
<u>Instructor Note:</u> To be able to find jobs and apply for the existing opportunities, students need to have an attractive resume. A Lot of students in small towns pay money to get their resumes created from someone. Writing our own resume and updating it real time is important for our students. Let's use this session to make them capable of creating and updating their resumes.	
<u>Opening Protocol:</u> <ul style="list-style-type: none"> ● Greet the participants ● Take attendance ● In pairs, ask participants to share with each other how they are feeling ● Recap the previous session by asking 1-2 participants to share with the class, what they learnt and did in the previous session 	5 Minutes
<u>Concept Discussion and Demonstration:</u> <ul style="list-style-type: none"> ● Divide students in pairs ● Ask them to open their handbooks and read the concepts related to Resume writing and help each other understand those concepts ● Give them 5 minutes to educate themselves ● After 5 minutes, ask these questions and let students answer- <ul style="list-style-type: none"> - What is a Resume - Why do we need it - What do we include in a Resume ● Explain the Resume is a very important document that they must create if they are planning to apply for any job. Also, tell them to keep their resumes updated 	15 Minutes
<u>Activity1 : Writing a Resume</u> <ul style="list-style-type: none"> ● Ask students to open their handbook and go to the activity "writing a Resume" ● Ask them to write their resume at the space given in the handbook. Give them 15 minutes to complete the activity. Help students organise and articulate their thoughts. Ask them to write it in English language ● After 15 minutes, ask students to sit with their group members and check each other's resume. Give them 5 minutes to find common questions or problems they identify in their group members' resumes 	25 Minutes

<ul style="list-style-type: none"> • Give them 5 minutes to ask questions and explain the concept again if needed 	
<p><u>Activity 2: Creating Resume in MS Word</u></p> <ul style="list-style-type: none"> • Ask students to open MS Word in their computers • Give them 15 minutes to write their resume in MS Word • Once 20 minutes are over, give them 5 minutes to again check the resumes of their group members 	20 Minutes
<p>Activity: Creating resume on CANVA app</p> <ul style="list-style-type: none"> • Trainer must download CANVA app himself/herself and try editing a resume before conducting this activity • In the classroom start with asking students to download the CANVA app on their mobile phones. Students can also use Canva on their computers • Give them the following Instructions: <ul style="list-style-type: none"> - Go to the resume section - Select a template that they like. Template must be professional - Edit the template using the resume that was created in activity 2 - Help students if they get stuck - Demonstrate these steps on projector and ask students to follow you real time • Tell them that they have accomplished a significant task that will help them in their career throughout. • Ask them to email their resumes to the trainer. • In case some students need more time to complete their resumes, ask them to work on it after the class. Encourage them to help their group members 	20 minutes
<p>Closing Protocol:</p> <ul style="list-style-type: none"> • Thank the participants for their time • Announce the next time you will be visiting them • Share the topic of the next session • Collect 1-2 most interesting activity sheets/artefacts from students and show to Nodal officer and institution head after session • Click pictures of the artefacts for documentation 	5 Minutes

