

Lesson plan

CV/Resume



45

Minutes

14-16

Age

Learning outcomes

By the end of the lesson students will:

- Understand what should and should not be included in a good CV/Resume and why they are needed
- Be equipped to write their own CV/Resume

Summary of the lesson

Students will learn how to write a successful CV/Resume guided by our slides. Following this, students are asked to critique a CV/Resume based on two case studies, feeding back their thoughts to the class. Finally, students are asked to reflect on their own experiences, and the skills they gained from these experiences.

Classroom requirements

- Interactive whiteboard
- Accompanying PowerPoint slides
- **CV Builder** form/worksheets, one per student

Suitable for students aged

14-16

Time required to complete tasks

45 mins max

Skills Builder Universal Framework



Lesson activities

1. CV/Resume basics

Read through the slide and elaborate on the points included.

**Time
required**

**5
Min**

Resources

PowerPoint Slide 2

2. CV/Resume sections

Explain the sections on a CV/Resume, using the PowerPoint slides provided. Each click of the mouse reveals a learning point about writing a CV/Resume. Allow for questions.

**Time
required**

**15
Min**

Resources

PowerPoint Slides 3-11

3. Case study exercise

Ask students to get into pairs and decide on the advice they would give Joanna or Sam (depending on the case study they are given), answering the questions on PowerPoint Slide 12. Ask them to give feedback on the advice they would give. Answers are on PowerPoint Slides 13 and 14.

**Time
required**

**15
Min**

Resources

CVs/Resumes of
Joanna Collins and
Sam Taylor

PowerPoint Slides
12-14



4. What are my skills?

In preparation for writing their own CV/Resume, ask students to think individually about the skills they have gained from their own experiences. Use PowerPoint Slide 13 to help guide the students. Ask students to write their answers in their books (this should be transferred to form **CV Builder** as part of their homework).

**Time
required**

**10
Min**

Resources

PowerPoint Slide 15

Differentiation

Students may need support in identifying the skills they have gained from their own experiences. They may also need help rewriting sentences to exclude the first person and to include an active verb.



Extension activities

For homework, students are asked to write their own CV for their preferred job. They should use the worksheet (for students without a Morrisby account) or form **CV Builder** to help them decide on the content of their own CV/Resume.

Students who have a Morrisby account add this goal to their Morrisby Action Plan.

