



# WBL Lesson Plan

## Resume Review

### Overview



Resume review sessions help students prepare for internships, highlight their skills and experience, and obtain professional feedback on their resume. In this lesson, students will update an existing resume and receive feedback from professionals.

### Students will:

- Review key elements of an effective resume
- Update an existing resume with new skills, activities, and experiences, ensuring that their resume is up-to-date for review
- Participate in a resume review session, receiving feedback and direction from industry professionals and partners
- Practice articulating skills in conversation with a professional

### Connections



Students have a chance to build connections through interactions with professionals.

### Skills

Communication  
Planning for Success



## Preparation

**Educator Note:** The following activities center around updating an existing resume draft. If students need to create a resume for the first time, allow extra time to complete this task and have students use the [Resume and Cover Letter](#) guide when creating their first resume.

**Partner Outreach:** Determine how many partners will be needed for the resume review session. One partner for every 2-3 students is recommended. Consider advisory board members, community partners, internship providers/supervisors, or other connected professionals to serve as reviewers. It is recommended that this activity take place for one class, approximately 30-35 students at a time, allowing smaller groups of students to engage with professionals. Use the [communications toolkit](#) to reach out to potential participants.

Ensure partners know the [format of the resume review](#) and best practices of working with students. Consider sharing the *Evaluation Rubric* found at the end of this document prior to the engagement.

**WBL Participation Tracker:** Enter the resume review session into the [WBL Tracker](#).

- Includes only the day/time spent with the professional; Activity 2 below
- Primary Activity: Resume Coaching/Review Session
- Assign students to the activity





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### Implementation

Use this activity to help students prepare for internships, highlight their skills and experiences, and receive professional feedback on their resume.

Activity	Instructions
<b>Activity 1 – Prepare</b>  <b>Total Time: 50 minutes</b>	<b>Student Preparation – Resume Update</b>  Provide time for students to update their resume and if time allows their cover letter, considering the following: <ul style="list-style-type: none"><li>• Add any new certifications, courses, volunteer experiences, or new skills</li><li>• Check for any formatting needs</li><li>• Update contact information</li></ul> Students may review the <a href="#">Resume and Cover Letter</a> resource to help develop and draft their resume and cover letter.  Help prepare students for the resume review session by <ul style="list-style-type: none"><li>• reviewing how the partners will review and evaluate their resumes using the <i>Evaluation Rubric</i> found at the end of this document</li><li>• having them prepare questions to ask their reviewer</li><li>• reviewing the <a href="#">professional dress guidelines</a></li></ul> Going into the resume review session, students should have: <ul style="list-style-type: none"><li>• A finalized resume draft</li><li>• A finalized cover letter draft, if applicable</li><li>• A list at of at least three questions they will ask their reviewer</li><li>• Two printed copies of the Evaluation Rubric</li></ul> Note: If the resume review session is virtual, provide instructions for students on how to save and share their resume digitally. If the resume review session is in-person, assist students in printing two copies each of their updated resume and cover letter.





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Activity	Instructions
Activity 2 – Participate	<p style="text-align: center;"><b>***Work-Based Learning***</b></p> <p style="text-align: center;">Add this as an activity in the WBL Participation Tracker</p>
Total Time: 50 minutes	<p><b>Student Participation – Resume Review</b></p> <p><b>Welcome:</b> Assign students to greet resume review partners as they arrive at the school and direct them to the space where resume reviews will take place.</p> <p><b>Logistics:</b> Allow an entire class period to complete the activity. Before the activity, assign students to two professionals. Position professionals around the selected space to accommodate student rotation.</p> <p><b>Implementation:</b> Students will sit with their first reviewer. They will share a copy of their resume, cover letter, and evaluation rubric with the reviewer. Allow 15 minutes for each review session, giving time for the resume review, student questions, and any career conversations taking place. After 15 minutes, rotate the students to their next reviewer. Continue until all students have had their resume reviewed twice.</p> <p><b>Educator Note:</b> If students are using a digital resume remind students to charge their devices, silence notifications, and have documents open and ready for review. If sharing via Google Docs, walk students through saving the document and sharing with their reviewer.</p> <p>During the activity, walk around the room to ensure all review groups are going as they should and address any questions as they surface.</p> <p>Remind students that establishing professional connections is essential to their success and this engagement could be an opportunity to connect with a potential internship supervisor or other professional to add to their growing network.</p> <p><b>Industry Partner Feedback</b></p> <p>Allow the industry partner(s) who are reviewing resumes to formally give students feedback via the <b>WBL Skills Feedback Survey</b>.</p> <ul style="list-style-type: none"><li>- Add this activity to the WBL Participation Tracker</li><li>- Add students to the activity</li><li>- Generate a QR code to share with industry partners; found under <i>Employer Skills Feedback</i></li></ul>





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Activity	Instructions
<b>Activity 3 – Reflect</b>  <b>Total Time: 40 minutes</b>	<b>Student Reflection – Resume Review Session</b>  <b>Resume Feedback:</b> After receiving feedback from their reviewers, build in class time for students to review, reflect, and implement feedback. <ul style="list-style-type: none"><li>• Students review feedback from professionals and read through evaluation rubrics</li><li>• Students take time to update their resumes to include the feedback from the resume review session</li><li>• Draft a <a href="#">Thank You Note</a> to their resume reviewers</li></ul> <b>Student Reflection – WBL Reflection Form</b> <ul style="list-style-type: none"><li>• Students log into their <a href="#">NAFTrack Student</a> account</li><li>• Students select WBL Reflection Form under 'Activities'</li><li>• Students complete and submit reflection form</li></ul> <b>Educator Note:</b> After students reflect on the resume review session, use their responses and reactions to improve work-based learning and provide additional opportunities in the future.





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### Evaluation Rubric

Complete the form at the end of each resume review. The information and feedback will be used to improve student skills as they prepare for internships and jobs. Honest feedback and advice are appreciated.

Name of Student	Name of Reviewer	Date			
<b>Skills and Experiences</b>	<b>Strongly Agree</b>	<b>Agree</b>	<b>Neutral</b>	<b>Disagree</b>	<b>Strongly Disagree</b>
Skills are well documented and show student experience (includes employability and language skills, etc.)					
Diverse skills and experience that are valued in the workplace are listed					
Experience is specific and detailed, relating actions to industry skills					
Skills and experience are key focus					
<b>Comments/Notes</b>					

<b>Education and Activities</b>	<b>Strongly Agree</b>	<b>Agree</b>	<b>Neutral</b>	<b>Disagree</b>	<b>Strongly Disagree</b>
Education, including high school, graduation year, GPA, and academy is clearly listed					
Course highlights are listed (AP, IB, Dual Enrollment, etc.)					
Student involvement in activities (sports, clubs, extra-curricular activities) is included					
Any activity leadership positions and associated skills are listed and explained					
<b>Comments/Notes</b>					





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Resume Format	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
Resume is formatted in an easy-to-follow way					
Resume provides an overall snapshot of the student's experience and offers enough information					
There are no/very minimal grammar and spelling errors					
Comments/Notes					

Overall Review	Yes	No
I would consider this resume application ready.		
Overall Comments/Notes		

