

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
<p data-bbox="201 541 370 611">Activity 1 – Prepare</p> <p data-bbox="201 653 370 722">Total Time: 50 minutes</p>	<p data-bbox="389 541 906 573">Student Preparation – Resume Update</p> <p data-bbox="389 615 1341 684">Provide time for students to update their resume and if time allows their cover letter, considering the following:</p> <ul data-bbox="441 695 1360 842" style="list-style-type: none"><li data-bbox="441 695 1360 764">• Add any new certifications, courses, volunteer experiences, or new skills<li data-bbox="441 772 902 804">• Check for any formatting needs<li data-bbox="441 812 854 842">• Update contact information <p data-bbox="389 884 1386 953">Students may review the Resume and Cover Letter resource to help develop and draft their resume and cover letter.</p> <p data-bbox="389 995 1123 1026">Help prepare students for the resume review session by</p> <ul data-bbox="441 1037 1352 1184" style="list-style-type: none"><li data-bbox="441 1037 1352 1106">• reviewing how the partners will review and evaluate their resumes using the <i>Evaluation Rubric</i> found at the end of this document<li data-bbox="441 1115 1170 1146">• having them prepare questions to ask their reviewer<li data-bbox="441 1155 1058 1184">• reviewing the professional dress guidelines <p data-bbox="389 1226 1190 1257">Going into the resume review session, students should have:</p> <ul data-bbox="441 1268 1260 1415" style="list-style-type: none"><li data-bbox="441 1268 805 1299">• A finalized resume draft<li data-bbox="441 1308 1027 1339">• A finalized cover letter draft, if applicable<li data-bbox="441 1348 1260 1379">• A list of at least three questions they will ask their reviewer<li data-bbox="441 1388 1062 1415">• Two printed copies of the Evaluation Rubric <p data-bbox="389 1457 1406 1604">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.</p>

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Activity	Instructions
<p data-bbox="201 375 370 447">Activity 2 – Participate</p> <p data-bbox="201 491 370 562">Total Time: 50 minutes</p>	<p data-bbox="727 375 1084 405" style="text-align: center;">***Work-Based Learning***</p> <p data-bbox="542 415 1269 445" style="text-align: center;">Add this as an activity in the WBL Participation Tracker</p> <p data-bbox="393 491 922 520">Student Participation – Resume Review</p> <p data-bbox="393 569 1419 640">Welcome: 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 data-bbox="393 688 1403 789">Logistics: 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 data-bbox="393 837 1409 1060">Implementation: 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 data-bbox="393 1108 1416 1251">Educator Note: 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 data-bbox="393 1299 1344 1371">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 data-bbox="393 1419 1409 1562">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 data-bbox="393 1610 747 1640">Industry Partner Feedback</p> <p data-bbox="393 1650 1344 1717">Allow the industry partner(s) who are reviewing resumes to formally give students feedback via the WBL Skills Feedback Survey.</p> <ul data-bbox="444 1728 1136 1791" style="list-style-type: none">- Add this activity to the WBL Participation Tracker- Add students to the activity

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	- Generate a QR code to share with industry partners; found under <i>Employer Skills Feedback</i>
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Activity	Instructions
Activity 3 – Reflect Total Time: 40 minutes	Student Reflection – Resume Review Session Resume Feedback: After receiving feedback from their reviewers, build in class time for students to review, reflect, and implement feedback. Students should do the following: <ul style="list-style-type: none">• Review feedback from professionals and read through evaluation rubrics• Update their resumes to include the feedback from the resume review session• Draft a Thank You Note to their resume reviewers Student Reflection – WBL Reflection Form <ul style="list-style-type: none">• Students log into their NAFTrack Student account• Students select WBL Reflection Form under 'Activities'• Students complete and submit reflection form Educator Note: 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
Skills and Experiences	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
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					
Comments/Notes					

Education and Activities	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
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					
Comments/Notes					

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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		