NAF Professional Ethics

Lesson 9

Ethics and Finding the Right Job

Teacher Resources

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| **Resource** | **Description** |
| Teacher Resource 9.1 | Guide: Resume Analysis |
| Teacher Resource 9.2 | Assessment Criteria: LinkedIn Profile |
| Teacher Resource 9.3 | Key Vocabulary: Ethics and Finding the Right Job |

Teacher Resource 9.1

Guide: Resume Analysis

Use this information to guide the resume analysis during this lesson.

Organization

* Your name, mailing address, email address, and phone number should be listed at the top of the page.
* Use an appropriate email address—something businesslike and easy to understand, not “cooldude13@yahoo.com.”
* Start your resume with an objective, which should include your intended major or minor, your career interests, or skills you wish to develop.
* Next, list your education, specifically highlighting good grades and any courses that match up with your future goals.
* List your work experience in chronological order, from most recent to least recent.
* Then list any relevant community service activities and extracurricular activities, followed by any honors or awards you have received. Include any community service, extracurricular, athletic, or academic activities that say something relevant about you. For example, if you were on the baseball team, you are showing that you are willing to work hard, put in the practice, and be part of the team; most jobs would require these qualities in an employee.
* List special skills that you have, such as speaking another language or being proficient in computer programs like Microsoft Excel or PowerPoint.
* List achievements that show your commitment to the career you’ve chosen, such as your work on your culminating project.

Format

* Keep the length to one page.
* Make the resume easy to read and visually appealing.
* Use standard 8.5″ x 11″ white paper.
* Use standard fonts, color, and font size.
* Check spelling and grammar.
* Type and proofread the final copy.
* Save the Word file of your resume as a PDF to ensure consistent formatting across devices.

Clarity

* Use bullet points to highlight accomplishments.
* Always include information that will highlight your skills and/or cause your resume to stand out from others.
* Be sure that the information you include is relevant to the internship or job for which you are applying.

Detail

* Describe specific responsibilities and highlight accomplishments.
* Support all accomplishments with specific results. Try to quantify and qualify your accomplishments wherever possible.

Language

* Use active language—words like *achieve, analyze, coordinate, direct, establish, evaluate, identify, increase, lead, manage, negotiate, organize, prepare, promote, schedule, supervise, teach,* and *train*.
* Avoid using “I” statements. In other words, don’t say, “I established a training program for new interns”; say, “Established (or created or developed) training program for new interns.”
* Write out numbers from one through nine; use numerals for 10 and up.
* Informal abbreviations, such as *AKA*, are inappropriate on a resume. However, it is acceptable to use abbreviations commonly used in finance. For example, instead of writing out *Return on Investment*, it is acceptable to say *ROI*.

Teacher Resource 9.2

Assessment Criteria: LinkedIn Profile

Student Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Using the following criteria, assess whether the student met each one.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | Met | Partially Met | Didn’t Meet |
| The profile is published on LinkedIn and visible to other LinkedIn members. |  | □ | □ | □ |
| The profile presents the student in a professional manner. |  | □ | □ | □ |
| The profile includes information in all required sections. |  | □ | □ | □ |
| The profile uses proper spelling and grammar. |  | □ | □ | □ |

Additional Comments:

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Teacher Resource 9.3

Key Vocabulary: Ethics and Finding the Right Job

| Term | Definition |
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| associate’s degree (AA) | A degree given for successful completion of some courses of study at a two-year college. |
| bachelor’s degree (BA or BS) | An academic degree typically requiring four years of study, conferred on someone who has successfully completed undergraduate studies; a bachelor of arts is a BA and a bachelor of science is a BS. |
| bachelor of business administration (BBA) | An academic degree in commerce and business administration that typically requires four years of study. |
| college | An institution of higher learning that offers undergraduate programs, usually of a four-year duration, that lead to a bachelor’s degree in the arts or sciences (BA or BS). |
| doctorate | One of the highest earned academic degrees conferred by a university; a PhD is a doctor of philosophy, whereas an MD is a doctor of medicine. |
| graduate school | Post undergraduate education, usually in pursuit of a master’s degree, a doctorate, or a professional degree. |
| major | The subject, theme, or professional field in which students choose to specialize during their undergraduate education, such as accounting or marketing. |
| master of business administration (MBA) | An advanced university degree in business studies. |
| master’s degree (MA) | A graduate degree typically requiring two or three years of study beyond a bachelor’s degree; an academic degree higher than a bachelor’s but lower than a doctorate. |
| minor | A secondary specialization; a student might take 30 or more units in a major, whereas a minor might require only 10–15 units. |
| postsecondary education | Education pursued after high school (secondary school). |
| undergraduate | A university student who has not yet received a first degree. |
| university | An educational institution that usually maintains one or more four-year undergraduate colleges (or schools) with programs leading to a bachelor’s degree, a graduate school of arts and sciences awarding master’s and doctoral degrees, and graduate professional schools. |