

Workplace Readiness Skills for the Commonwealth Grades 9 – 10 School

Professional Knowledge and Skills

14. **Job Acquisition and Advancement:** Prepares to apply for a job and to seek promotion

Objective: Student will compile a list of activities and job related experience in order to build a resume.

Activities:

1. List all volunteer experiences, community involvement, and job experience.
2. Investigate resume formats and what information is included in a resume.
3. Develop a list of references to be included in resume.
4. Use VA Wizard to complete a resume. www.vawizard.org

Objective: Student will demonstrate job acquisition and advancement skills.

Activities:

1. Research a career cluster using the interview process.
http://cteresource.org/attachments/atb/wrsc/career_interview_guide.pdf
2. Explain the relationship between personal interests and career goals.
http://cteresource.org/attachments/atb/wrsc/do_what_you_enjoy.pdf
3. Explore possible solutions to concerns about finding a job for the first time.
http://cteresource.org/attachments/atb/wrsc/easing_first_time_job.pdf

4. Observe four role-play interviews in class. Write down general comments and suggestions.

http://www.cterresource.org/attachments/atb/wrsc/interview_role_play.pdf

5. Demonstrate the skills and behaviors necessary to maintain a job.

http://cteresource.org/attachments/atb/wrsc/keeping_the_job.pdf

6. Demonstrate effective interviewing skills.

http://cteresource.org/attachments/atb/wrsc/job_interview.pdf