

Career Prep  
Randice Nelson

11/3-11/7

|           | TEKS for the week          | Objectives                                                                                                                                                                                                                                                                 | Lesson                                                                                                                                                          |
|-----------|----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Monday    | 4.F; 6.B; 6.C; 6.D;<br>6.E | 1. To identify the purpose of a résumé.<br>2. To describe elements to be included in a résumé.<br>3. To discuss various formats for résumés, including chronological, functional and combination.<br>4. To analyze methods of delivering a résumé to a potential employer. | <ul style="list-style-type: none"> <li>- Résumé Critique Activity</li> <li>- Résumé Development Project- trade resumes</li> </ul>                               |
| Tuesday   |                            |                                                                                                                                                                                                                                                                            | <ul style="list-style-type: none"> <li>- Formulas for Career Success: Interview Preparation</li> <li>- Interview Research Activity</li> </ul>                   |
| Wednesday |                            |                                                                                                                                                                                                                                                                            | <ul style="list-style-type: none"> <li>- Formulas for Career Success: Interview Preparation Assessment</li> <li>- Common Interview Questions Project</li> </ul> |
| Thursday  |                            |                                                                                                                                                                                                                                                                            | - Catch up                                                                                                                                                      |
| Friday    |                            |                                                                                                                                                                                                                                                                            | - Work Week Talk                                                                                                                                                |