Job interview/resume checklist

Work session activities

1. \_\_\_Personality Survey and Career Questionnaire
2. \_\_\_Job Search Strategies
3. \_\_\_ Career Opening Search (ONET)
4. \_\_\_Complete the *personal resume worksheet*. Use *action verbs* (provided) when completing this sheet and when writing your resume.
5. \_\_\_ Use the PROVIDED RESUME template to complete a resume. (this is a preference voiced by the interviewers)
6. \_\_\_ Share first draft with partner for feedback and necessary edits
7. \_\_\_ Revise and correct for corrected, no mistakes, profession quality, final print
8. \_\_\_ Resumes due completed Monday by the end of business.
9. \_\_\_ Read and complete the provided job application (in addition to the resume) This goes in your folder along with your resume
10. \_\_\_ Edit and improve and then show to teacher before printing final copy.
11. \_\_\_ Read the sheet on professional dress.
12. \_\_\_ Make a T-chart or PowerPoint of dos and don’ts for professional attire. Add pictures as a visual
13. \_\_\_ Read the interview protocol checklist and the sample questions.
14. \_\_\_ Activity: in pairs, interview each other using the checklist and sample questions. Give feedback.
15. \_\_\_ Create a comic strip using software of your choice (eg. Bitstrip, PowerPoint, goanimate etc.)