



## Connections Activity



<b>Title/Skill:</b>	Writing a Resume Part 2- Employable Skills Resume Headings
<b>Connection Goal:</b>	Academic
<b>Grade Level:</b>	11
<b>Month:</b>	April
<b>Time Needed:</b>	25 minutes

**Handouts/Materials Provided: Employment Skills worksheet, Handout 4.9.1**

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### **Summary of Activity for the Advisor:**

1. Break students into groups of 2-3 to discuss their first handout: Top 5 Employment Skills. What are the top 5? Have students agree on their top five among their groups.
2. Inform students that the top 5 employment skills that employers report are (in this order):
  - #19- Professionalism/Work Ethic
  - #13- Teamwork/collaboration
  - #11- Oral communication
  - #20- Ethics/Social Responsibility
  - #2- Reading comprehension (In English)
3. Discuss with all students: What is surprising? What was expected?
4. Have students complete Handout 4.9.1 (ideal job inventory checklist) individually. What are things to consider when looking for a job?

