# SUPPLEMENTAL RESOURCES



# **OVERVIEW**

Teachers can share the supplemental resources with the students to give enhanced learning opportunities. The focus is to help students in learning the importance of building their personal brand, creating a resume, job interview dos and don'ts, and finding INDemand Jobs.

# **OBJECTIVES**

- Students will learn the importance of building their personal brand. They will reflect on their own personal brand image.
- Students will create a resume using the resume tips, sample, and template provided.
- Students will be introduced to the dos and don'ts in a job interview.
- Students will gain exposure to "INDemand Jobs".
- Students will have the opportunity to write a reflection essay about JA JobSpark. (Optional Activity also shared in session 4)

## PREPARATION

- 1. Post the student website, if you have not already done so. If you are posting specific links to the e-learning platform for this session, post what you desire.
- 2. You can download and print off any materials from the student link, if a hard copy is desired.
- 3. View the links in the supplemental resources to familiarize yourself with the content.

### **MATERIALS**

- Make sure you have posted the website or links in session three to the e-learning platform. All materials and links for students are located in this button.
- Charged computer
- Pen or pencil
- Earbuds
- Zoom platform, Flipgrid, or any other discussion board platform your school uses (if learning remotely).



## **INSTRUCTIONAL OUTLINE**

Anytime it is mentioned in the lesson to share or have a discussion as a class, this can be done via Zoom, discussion board, Flipgrid, in class, or any other engagement platform. Also, submissions for student work can be your choice; downloaded by a student and sent to a dropbox, printed off and turn in hard copy, emailed, etc. All student materials are in the form of a fillable PDF.

• Introduce the key words and concepts that are appropriate for your lesson.

#### Building Your Personal Brand

- Have students watch the **"Building Your Personal** Brand" video.
- Facilitate the discussion question at the end of the video. If desired, instruct students to submit their responses as a hard copy in class or on a discussion board via your e-learning platform.
- Go over the guide for **"What I can Do Today, to Help My Tomorrow"**. Have a classroom discussion about things you can do today that will help you build your personal brand for the future.
- Complete the **personal brand reflection sheet**. Share with a parent, friend, or teacher to get their opinion on your personal brand image.

#### **Resume Writing**

- Share with students the **tips on writing a resume** and the sample resume.
- Have students **complete their own resume** with the template provided.

#### Job Interview Tips

 Review the job interview dos and don'ts. Site any appropriate examples from your experiences or other experiences about interviewing.

#### **INDemand Jobs**

 The students can view the InDemand Jobs link www.INDemandjobs.com. This will give them an idea of jobs that are needed for the future. Facilitate a discussion on why these may be INDemand Jobs, what jobs interest them, and skills or education level needed to obtain one of these jobs.

#### JA JobSpark Reflection Essay Assignment

 Assign students a reflection essay to submit. Guidelines and details are included in the student link. Ask students to submit for a grade, if desired.

## NOTES

## JA JobSpark<sup>\*</sup> KEY WORDS & CONCEPTS:

**Elevator Pitch** – A brief, high-energy presentation used by companies and individuals to promote their products and themselves.

**Networking** – Building relationships with others who can help you find a job and be successful in your work.

**Personal Brand** – The personal expression of who you are and what makes you unique.

**Job Outlook** - A prediction of the future number of certain jobs, based on current economic factors.

**Resume** – A written summary of a person's education, skills, and work experience.