Unit 5 - Your Personal Profile

Content Area: **Business Education**
Course(s): **College & Career Planning**
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Enduring Understandings

Samples

A well-written resume can be a powerful tool.

Careful preparation and practice will make one a relaxed, confident interviewee.

Becoming aware of your own identity and ambitions and developing an action plan for realizing these dreams will help ensure a successful future.

Essential Questions

Samples

How will a resume help me achieve my goals?

How can I become a successful interview candidate?

How has taking College and Career Planning helped me grow as a student, a young professional, and a person?

Content

Vocabulary

Resume

Letter of Recommendation

Interview

Skills

Bloom's Taxonomy

Prepare a resume to be used for requesting college letters of recommendation, college applications, and employment.

Create a letter requesting a college letter of recommendation and a thank you note for same.

Compile a list of "Lessons for Success," and share same in an in-class Success Workshop.

Prepare answers to commonly asked interview questions, such as "Tell me about yourself?" and "Why should I hire you?"

Design a brochure that gives tips for interview success and includes a list of "don'ts" as well.

Participate in a mock interview.

Prepare final portfolio for submission and evaluation.

Resources

Standards

NJ: 2009 CCCS: Standard 9: 21st Century Life and Careers
NJ: Grade 12
9.1 21st-Century Life & Career Skills
9.1 21st-Century Life & Career Skills: All students will demonstrate the creative, critical thinking, collaboration, and problem-solving skills needed to function successfully as both global citizens and workers in diverse ethnic and organizational cultures.

A. Critical Thinking and Problem SolvingShow details
9.1.12.A.1 Apply critical thinking and problem-solving strategies during structured learning experiences.
F. Accountability, Productivity, and EthicsShow details
9.1.12.F.2 Demonstrate a positive work ethic in various settings, including the classroom and during structured learning experiences.
9.3 Career Awareness, Exploration, and Preparation
9.3 Career Awareness, Exploration, and Preparation: All students will apply knowledge about and engage in the process of career awareness, exploration, and preparation in order to navigate the globally competitive work environment of the information age.
C. Career PreparationShow details
9.3.12.C.6 Develop job readiness skills by participating in structured learning experiences and employment seeking opportunities.
9.3.12.C.24 Analyze why employers use different interview techniques.