

Name:

Date:

Block:

Task 2 Engaging Performance Scenario, Unit 1 – Resume Creation

Engaging Scenario: Our school has lost a principal. You have been chosen to select a candidate to fill the position from the following individuals: Hammurabi, Alexander the Great, Pericles, Julius Caesar, Augustus Caesar, Plato, Socrates, Aristotle, Asoka and Shi Huang Di. You will research the candidate you select and give reasons you feel he/she is the right one for the position. You will then write a persuasive letter to the hiring committee recommending your candidate.

Task 2 Student Directions: Students will write a resume for their individual based on their research done in task one. Students' resume must include all components of a professional resume (contact information, objective, education, prior experience, accomplishments, and skills) properly formatted. For contact information, students should accurately identify the Mesopotamian/Greek/Roman/Indian/Chinese civilization they lived under. The prior experience section must include a description of the society these individuals lived under. For Greek/Roman candidates, students must describe origins and structure of the Greek polis, the Roman Republic, and the Roman Empire as applicable to their candidate. For Shi Huang Di and Asoka students must include the development of Chinese/Indian society. Finally, if Hammurabi was chosen, students must describe characteristics of Mesopotamian society. Teacher will provide students examples of professional resumes to include proper formatting and language. Teacher will provide a resume template via Microsoft Word (via course website, mrcoachholmes.weebly.com).

Due Date: _____

[FIRST NAME] [LAST NAME]
(Address), (Phone)
(Email) | (LinkedIn Profile) | (Twitter/Blog/Portfolio)

[If you're ready to write, just select on to text and start typing to replace it with your own. For best results, don't include spaces to the right or left of the characters in your selection. Briefly state your career objective, or summarize what makes you stand out. Use language from the job description as keywords.]

EXPERIENCE

(DATES FROM) – (TO)
[JOB TITLE], [COMPANY]
[Describe your responsibilities and achievements in terms of impact and results. Use examples, but keep it short.]

(DATES FROM) – (TO)
[JOB TITLE], [COMPANY]
[Describe your responsibilities and achievements in terms of impact and results. Use examples, but keep it short.]

EDUCATION

(MONTH YEAR)
[DEGREE TITLE], [SCHOOL]
[It's okay to brag about your GPA, awards, and honors. Feel free to summarize your coursework too.]

(MONTH YEAR)
[DEGREE TITLE], [SCHOOL]
[It's okay to brag about your GPA, awards, and honors. Feel free to summarize your coursework too.]

SKILLS

- [List your strengths relevant for the role you're applying for.]
- [List one of your strengths.]
- [List one of your strengths.]
- [List one of your strengths.]

ACTIVITIES

[Use this section to highlight your relevant passions, activities, and how you like to give back. It's good to include leadership and volunteer experiences here. Or show off important extras like publications, certifications, languages and more.]

Provided Template via Course Website

YOUR NAME
(Street Address) | New York, NY 55000 | 555-555-5555 | yourname@vmail.com

MANAGEMENT CONSULTANT • BUSINESS ANALYST
New Business Development | Business Planning | Business Analytics | Marketing Strategy
 Creating Strategic Roadmaps | Managing Mission-Critical Projects | Building Profitable Alliances

Write concise statement about your job profile, skills and experience and what you have to offer company. A resume summary can offer a quick view of your accomplishments right at the very beginning of your resume.

Write bullet statements summarizing your relevant strengths such as experience and skills.

- You may include keywords to help your application get picked up by the recruiting management software that many companies use these days.
- Prioritize the skills in this section so that the most relevant one comes first.

EXPERIENCE & ACCOMPLISHMENTS

[Company Name] New York, NY, 2008-Present

Management Consultant & Program Specialist
 Include key responsibilities in an interesting and easy-to-read manner beneath the appropriate employer listing.

- Focus your job experiences that are relevant to a specific position you are applying for.
- Write two or more bullet statements about the work you performed on this job and what you learned or accomplished that is relevant to your job objective.
- Prioritize the statements under each Job Title section so the most recent one comes first.

[Company Name] New York, NY, 2006-2008

Business Analyst
 Include key responsibilities in an interesting and easy-to-read manner beneath the appropriate employer listing.

- Focus your job experiences that are relevant to a specific position you are applying for.
- Write two or more bullet statements about the work you performed on this job and what you learned or accomplished that is relevant to your job objective.
- Prioritize the statements under each Job Title section so the most recent one comes first.

ACADEMIC QUALIFICATIONS

List educational degrees and institutions you've graduated from.
 List related professional courses and certifications received that are relevant to the targeted job.

[Degree], [University Name], [Location], [Year of Graduation]
[Degree], [University Name], [Location], [Year of Graduation]

Job-Interview-site.Com ©

Provided Example of Professional Resume

Name:

Date:

Block:

Performance Task 2 Scoring Guide			
4 Advanced	3 Proficient	2 Basic	1 Below Basic
<p>Demonstrates advanced proficiency Ex.-</p> <ul style="list-style-type: none">Includes all components of a professional resume.Resume addresses all characteristics listed in task one. <p>All "3" criteria <i>plus</i>:</p> <ul style="list-style-type: none">Provides one additional specific example in "accomplishments" and "skills" section of resume.Provides multiple specific and accurate details regarding the characteristics of their respective societyProvides an objective with an appropriate justification.	<p>Demonstrates proficiency Ex.-</p> <ul style="list-style-type: none">Includes all components of a professional resume.Resume addresses all characteristics listed in task one.Provides detailed and accurate information regarding the society the individual lived inProvides one specific example in "accomplishments" and "skills" section of resume.	<p>Demonstrates partial proficiency Ex.-Student includes all components of a resume but lacks details and accurate information regarding their respective society</p> <ul style="list-style-type: none">	<p>Does not meet proficiency Ex. Student is missing one or more components of the resume and does not include information about their respective society</p>