



Competency Unit Plan

Competency: Create a Resume

Pursuit of Employment

Trade Specific Communication

Continuing Education

Community Membership

Related student goal: Fernando is looking for work as a mechanic.

Grammar skill(s) needed:

- Simple Past

Vocabulary needed:

- Auto Vocabulary
- Resume Verbs

Materials Found:

- picture dictionary – auto unit
- Ventures 2 -- simple past introduction
- [list of resume verbs](#); [-ed verbs worksheet](#)
- [employment and volunteer history worksheet](#)
- [sample resume](#) ; [resume skeleton](#); [typed resume template](#)

Week One:

1. Ask Fernando about his work **now** and in the **past**.
2. Introduce the simple past.
3. Introduce auto vocab, noting words that are most relevant for Fernando.
4. Discuss a typical day at work for Fernando.

Week Two:

1. Practice simple past.
2. Identify action verbs relevant to Fernando's work (from list of resume verbs).
3. Conjugate selected verbs into simple past. Complete -ed sounds worksheet.
4. Review auto vocabulary.

Week Three:

1. Fill out employment and volunteer history worksheet.
2. Make a timeline of Fernando's work history.
3. Discuss Fernando's experiences of each job!

Week Four:

1. Read the sample resume. Answer comprehension questions. Note format.
2. Fill out a resume skeleton using simple past + timeline.
3. If Fernando knows Microsoft Word, start typing!
4. If not, cue basic computer skills unit.