

Subject Area: English Language Arts
Unit Title: Creating Digital Resumes and Cover Letters
Grade Level: 9th Grade
Lesson Number: 1 of 5

Duration: 45 minutes
Date: March 10, 2024
Teacher: Ms. Johnson
Room: 205

Curriculum Standards Alignment

Content Standards:

- ELA.9-10.W.2: Write informative/explanatory texts to examine and convey complex ideas.
- ELA.9-10.W.6: Use technology, including the Internet, to produce, publish, and update individual or shared writing products.

Skills Standards:

- Use gerunds to describe skills and experiences in resumes and cover letters.
- Apply digital tools to create and edit resumes and cover letters.

Cross-Curricular Links:

- Computer Science: Digital citizenship and online safety.
- Career and Technical Education: Job search skills and career exploration.

Essential Questions & Big Ideas

Essential Questions:

- How can I effectively use gerunds to describe my skills and experiences in resumes and cover letters?
- What digital tools can I use to create and edit my resumes and cover letters?

Enduring Understandings:

- Gerunds are a powerful tool for describing skills and experiences in resumes and cover letters.
- Digital tools can enhance the creation and editing of resumes and cover letters.

Student Context Analysis

Class Profile:

- Total Students: 25
- ELL Students: 5
- IEP/504 Plans: 3
- Gifted: 2

Learning Styles Distribution:

- Visual: 40%
- Auditory: 30%
- Kinesthetic: 30%

Pre-Lesson Preparation

Room Setup:

- Arrange desks in pairs for collaborative work.
- Ensure all students have access to a computer or tablet.

Technology Needs:

- Computers or tablets with internet access.
- Digital tools for creating resumes and cover letters (e.g., Canva, Google Docs).

Materials Preparation:

- Sample resumes and cover letters.
- Handouts with guided practice exercises.

Safety Considerations:

- Remind students to keep their personal information private.
- Encourage students to use strong passwords and keep their devices secure.

Detailed Lesson Flow

Introduction (5 minutes)

- Introduce the concept of digital resumes and cover letters.
- Explain the importance of using gerunds to describe skills and experiences.

Direct Instruction (15 minutes)

- Explain the basics of gerunds and their use in resumes and cover letters.
- Provide examples and interactive quizzes to ensure understanding.

Engagement Strategies:

- Ask students to share their own experiences with resumes and cover letters.
- Use think-pair-share to encourage peer discussion.

Guided Practice (20 minutes)

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- Have students work in pairs to create a basic resume template using Canva or Google Docs.
- Circulate around the room to provide guidance and feedback.

Scaffolding Strategies:

- Provide sentence stems for students to use when describing their skills and experiences.
- Offer one-on-one support for students who need extra help.

Independent Practice (20 minutes)

- Have students work individually to create their own digital resume and cover letter.
- Encourage students to use gerunds to describe their skills and experiences.

Closure (10 minutes)

- Have students share their work with a partner or the class.
- Provide feedback and encouragement.

Differentiation & Support Strategies

For Struggling Learners:

- Provide extra support and guidance during guided practice.
- Offer one-on-one support during independent practice.

For Advanced Learners:

- Provide additional challenges and extensions during independent practice.
- Encourage students to create a digital portfolio.

ELL Support Strategies:

- Provide visual aids and graphic organizers to support understanding.
- Offer bilingual resources and support.

Social-Emotional Learning Integration:

- Encourage students to reflect on their strengths and weaknesses.
- Teach students how to give and receive constructive feedback.

Assessment & Feedback Plan

Formative Assessment Strategies:

- Observe students during guided and independent practice.
- Collect and review student work.

Success Criteria:

- Students can effectively use gerunds to describe their skills and experiences.
- Students can create a digital resume and cover letter that showcases their skills and experiences.

Feedback Methods:

- Provide written feedback on student work.
- Offer verbal feedback during one-on-one support.

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Homework & Extension Activities

Homework Assignment:

Have students create a digital portfolio that includes their resume, cover letter, and examples of their work or projects.

Extension Activities:

- Have students research and create a list of job openings that match their skills and interests.
- Encourage students to create a professional online presence (e.g., LinkedIn profile).

Parent/Guardian Connection:

Teacher Reflection Space

Pre-Lesson Reflection:

- What challenges do I anticipate?
- Which students might need extra support?
- What backup plans should I have ready?

Post-Lesson Reflection:

- What went well?
- What would I change?
- Next steps for instruction?

Introduction to Digital Resumes and Cover Letters

Digital resumes and cover letters are essential tools for showcasing skills and experiences in the modern job market and academic applications. By incorporating digital learning tools and resources, students can create effective and engaging application materials that highlight their strengths and interests.

Understanding Gerunds

Gerunds are verbs ending in -ing that function as nouns, used to describe ongoing or continuous actions. They are particularly useful in resumes and cover letters for describing skills, experiences, and achievements in a dynamic and engaging way.

Creating Digital Resumes and Cover Letters

Creating digital resumes and cover letters requires a deep understanding of how gerunds can be effectively used to describe experiences and skills. One example of this is using gerunds to begin sentences in a resume or cover letter, such as "Developing marketing campaigns for social media platforms" or "Creating content for a school blog."

Common Errors and Remediation

One common error students make when creating digital resumes and cover letters is the incorrect use of gerunds, often confusing them with infinitives or using them inappropriately to describe skills or experiences. Remediation for this error involves practicing the correct use of gerunds in sentences and understanding the context in which they are most effectively used.

Frequently Asked Questions

Q: What is the difference between a resume and a cover letter, and how do I use gerunds in each?

A: A resume is a brief overview of your education, experience, and skills, while a cover letter is a more personal introduction to your application. Gerunds can be used in both to describe skills and experiences, but in a cover letter, they can also be used to express enthusiasm and interest in a position or field.

Objectives and Vocabulary

Objectives:

- Analyze the components of a digital resume and cover letter.
- Apply knowledge of gerunds to create sentences that describe skills and experiences.

Vocabulary:

- Gerund: A verb form ending in -ing that functions as a noun.
- Resume: A document that summarizes a person's education, work experience, and skills.

Resources and Prior Knowledge

Resources:

- Canva: A digital graphic design platform.
- Google Docs: A cloud-based word processing tool.

Prior Knowledge:

- Basic understanding of gerunds and their function in sentences.
- Familiarity with digital tools and resources for creating resumes and cover letters.

Conclusion

In conclusion, creating digital resumes and cover letters that incorporate gerunds to showcase skills and interests is a valuable skill for 14-year-old students, preparing them for future academic and professional applications.

Next Steps

The next steps following this lesson involve a series of follow-up lessons designed to build on the skills and knowledge acquired. These lessons will focus on advanced topics such as creating a digital portfolio, networking, and interviewing skills.