

# CLE #2

Wednesday, November 22

2-3412

<b>Period 1</b> <b>9:00 – 10:07</b>	Theatre Presentation BC Ferries
<b>Flex Block</b> <b>10:10 – 10:50</b>	
<b>Period 2</b> <b>10:53 – 12:00</b>	Resume Writing and e-Portfolios (Classrooms and Library)
<b>Lunch</b> <b>12:00 – 12:50</b>	
<b>Period 3</b> <b>12:50-1:57</b>	Interview Skills & Human Interactions (Classrooms and Library)
<b>Period 4</b> <b>2:01 – 3:08</b>	Community Resources – Digital Scavenger Hunt (Classrooms and Library)

Name: \_\_\_\_\_



# Resumé & ePortfolio

10:53 – 12:00

## Instructions:

### Part 1 - Resumé

- Update your Resumé and work on the design and overall presentation of it.
- Please note:
  - You do not want your resumé to be too jumbled and full
  - It needs to be clear and concise
- Make the information clear and simple enough to get the gist of it all in 10 seconds

### Part 2 – ePortfolio

- Create or Update your Google Sites ePortfolio
- Remember, this website is meant to highlight the parts of you that don't show up on a resumé!
- Take advantage of the fact that you can include videos or images, links to social media sites and resources that you find useful
- Pages should include:
  - **Homepage**
    - This is a 1 page summary of your best highlights
    - Make sure this is a good representation of what makes you awesome
  - **Extra-Curricular**
    - This page is meant to highlight what you spend your free time doing
      - Hockey, Dance, Soccer, or any other organized sport
      - Hiking, Mountain Biking, Engine/Car Work
    - Highlight the specific skills that you develop during these activities
  - **Academic Success**
    - On this page, highlight the course work you have done that you are proud of.
    - Create a list of all the classes you have completed in Secondary School
      - Elective Class creations or connections
      - Stories you have written in English
      - Projects you are particularly proud of

# Basic Resume Template

## Contact Information

Name  
Email address  
Phone #

**NOTES:**

1. *This is a Basic Guide. You may choose to personalize or adjust the formatting as you want, but it should still include the same information/ideas as this template*
2. The Hiring Manager is probably busy so.....  
Keep your resume to 1 page (Double Sided is OK)

## Profile

- A brief summary of who you are, what your experiences are, and why you are applying for this job.

## Education

- Include Secondary School and any other Credentials you have earned.
- Ex. Chatelech Secondary School (Expected Graduation 2023)

## Experience (List in Chronological Order – Most Recent first)

### Work Experience

- Company/Location Start/End Date
- Describe your past ‘duties’ and any skills you developed and/or excelled at
- Use 2-3 ‘Action Verbs’
  - \*See attached Page
    - Organized, Planned, Coordinated, etc...

### Volunteer Experience

- Company/Organization/Location Dates
- Describe Duties and Skills developed

## Other Sections you may choose to include:

*Only include sections that highlight your strengths or relevant skills*

- Extra-Curricular
- Certifications
- Awards/Accomplishments

## References (Avoid “Available upon request”)

**Name**  
Position/Relationship  
Contact Info

**Name**  
Position/Relationship  
Contact Info

## Resume/Cover Letter Action Verbs

1. Chaired
2. Controlled
3. Coordinated
4. Executed
5. Headed
6. Operated
7. Orchestrated
8. Organized
9. Oversaw
10. Planned
11. Produced
12. Programmed
13. Administered
14. Built
15. Created
16. Designed
17. Developed
18. Devised
19. Founded
20. Established
21. Formalized
22. Implemented
23. Initiated
24. Introduced
25. Launched
26. Conserved
27. Decreased
28. Deducted
29. Reduced
30. Accelerated
31. Achieved
32. Advanced
33. Boosted
34. Capitalized
35. Expedited
36. Gained
37. Generated
38. Improved
39. Sustained
40. Clarified
41. Converted
42. Customized
43. Influenced
44. Overhauled
45. Refocused
46. Remodeled
47. Reorganized
48. Replaced
49. Restructured
50. Simplified
51. Standardized
52. Streamlined
53. Strengthened
54. Updated
55. Upgraded
56. Transformed
57. Aligned
58. Enabled
59. Guided
60. Mentored
61. Mobilized
62. Motivated
63. Recruited
64. Regulated
65. Taught
66. Trained
67. Acquired
68. Forged
69. Navigated
70. Negotiated
71. Partnered
72. Secured
73. Advised
74. Advocated
75. Arbitrated
76. Coached
77. Consulted
78. Educated
79. Informed
80. Resolved
81. Analyzed
82. Assembled
83. Assessed
84. Audited
85. Calculated
86. Discovered
87. Evaluated
88. Examined
89. Explored
90. Forecasted
91. Identified
92. Interpreted
93. Investigated
94. Mapped
95. Measured
96. Surveyed
97. Tested
98. Tracked
99. Authored
100. Composed
101. Convinced
102. Defined
103. Edited
104. Illustrated
105. Reviewed
106. Blocked
107. Dispatched
108. Enforced
109. Ensured
110. Inspected
111. Itemized
112. Monitored
113. Screened
114. Scrutinized
115. Verified
116. Attained
117. Awarded
118. Completed
119. Earned
120. Exceeded
121. Reached
122. Showcased
123. Succeeded
124. Surpassed
125. Targeted

# Interview Skills and Human Interactions

12:50 – 1:57

**PART 1 - Understanding Different Perspectives – Class discussion**

Answer both sides of the argument for the world’s most important questions.

1. Is a Hot Dog a sandwich?

a. A Hot Dog is a sandwich because \_\_\_\_\_

---

---

---

b. A Hot Dog is not a sandwich because \_\_\_\_\_

---

---

---

2. Is water wet?

a. Water is wet because \_\_\_\_\_

---

---

---

b. Water is not wet because \_\_\_\_\_

---

---

---

3. Do straws have one hole or two?

a. Straws only have one hole because \_\_\_\_\_

---

---

---

---

b. Straws have two holes because \_\_\_\_\_

---

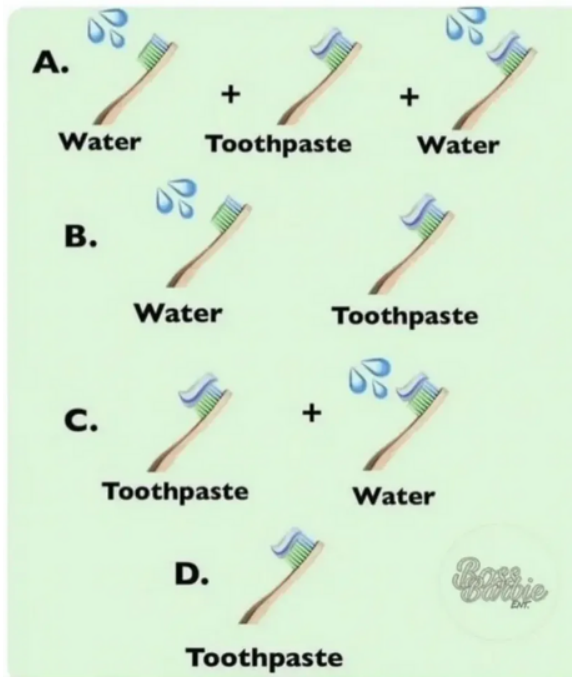
---

---

---

4. How do you brush your teeth? What type are you?      **A**    **B**    **C**    **D**

Defend your answer: \_\_\_\_\_



---

---

---

---

---

---

---

---

## **PART 2 – Interview Skills**

With a partner, put each other on the hot seat and ask them the following questions.

Do not ask them in order, mix them up so they do not know which question is coming next

- What would you do if you made a mistake no one noticed?
- What would you do if a manager asked you to perform a task you've never done before?
- Tell me about a time when you failed. How did you learn from this experience?
- What would you do if an angry and dissatisfied customer confronted you? How would you resolve their concern?
- How would you try to ensure you made a positive impression when meeting an important client for the first time?

After you have each answered the questions honestly, answer each question with your best possible answer below.

1. What would you do if you made a mistake no one noticed?

---

---

---

---

---

---

---

---

2. What would you do if a manager asked you to perform a task you've never done before?

---

---

---

---

---

---

---

---



3. Tell me about a time when you failed. How did you learn from this experience?

---

---

---

---

---

---

---

4. What would you do if an angry and dissatisfied customer confronted you? How would you resolve their concern?

---

---

---

---

---

---

---

5. How would you try to ensure you made a positive impression when meeting an important client for the first time?

---

---

---

---

---

---

---

# Community Resources – Digital Scavenger Hunt

2:01 – 3:08

Directions:

1. Find each location on a Street View to familiarize yourself with the area.
2. Research each location and answer the questions below.

**1. 5904 Cowrie Street**

- a. What business or service is located at this address?
- b. What businesses are located next to this address?
- c. What services are offered at this location?
- d. Why is this location important to Sechelt Youth?

**2. 5674 Cowrie Street**

- a. What business or service is located at this address?
- b. What businesses are located next to this address?
- c. What services are offered at this location?
- d. Why is this location important to Sechelt Youth?

**3. 5571 Inlet Avenue**

- a. What business or service is located at this address?
  
- b. What businesses are located next to this address?
  
- c. What services are offered at this location?
  
- d. Why is this location important to Sechelt Youth?

**4. 5638 Inlet Avenue**

- a. What business or service is located at this address?
  
- b. What businesses are located next to this address?
  
- c. What services are offered at this location?
  
- d. Why is this location important to Sechelt Youth?

**5. 5498 Wharf Avenue**

- a. What business or service is located at this address?
  
- b. What businesses are located next to this address?
  
- c. What services are offered at this location?
  
- d. Why is this location important to Sechelt Youth?

- 6. 757 W Hastings St #100, Vancouver, BC**
- a. What business or service is located at this address?
  
  - b. What is the name of the building where this office is located?
  
  - c. What services are offered at this location?
  
  - d. Why is this location important to Sechelt Youth?
7. Personal Choice – Find a place on the Sunshine Coast that you think all youths should know about.
- a. Address –
  
  
  - b. Business/Service –
  
  
  - c. Why do you think this location is important to local youth?