



BUILDING A RESUME

Advanced ESL

Students role-play a job interview using their partner's resume.

Lesson objectives:

- Discuss job interviews
- Role-play a job interview

Warm up

- Before class: write the lesson objectives on the board.
- Ask Ss: *What is a job interview like?*
Encourage each S to briefly share an impression, memory or insight from a job interview they had in their native country or the United States. Write Ss' answers on the board.

Presentation

- Ask Ss to bring their resume to class. The resume can be typed or hand-written.¹
- Tell Ss they are going to role-play a job interview.
- Give each S a copy of the Activity Worksheet. Review the questions.
- Point out that Ss should use their partner's resume to fill in the company name in questions 3 and 4.
- Divide the class into pairs. Ask Ss to exchange resumes with their partners.

- Tell Ss to take a few minutes to read their partner's resume. They should then write two additional questions (9 and 10) about information on their partner's resume (e.g. *What are you studying at Mountain College?*)
- Tell the Ss being interviewed to stand up, introduce themselves and shake their partner's hand before sitting down. During the interview, they should speak slowly, make eye contact and take their time answering each question.
- Ss interview one another. When Ss have finished, tell them to switch roles. Walk around the room and help as needed.
- Remind Ss that they should arrive early to job interviews, dress professionally and bring several copies of their resume. After the interview, they should send thank you notes to everyone they met.

Evaluation

- Ss add the completed Activity Worksheet 6F to their Career Portfolio.

¹ If any Ss do not have a resume, they can create one during class while their classmates interview one another.



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Name: _____

Interview your partner. Ask the questions below.

1. Tell me about yourself.
2. What are your greatest strengths?
3. Tell me about your experience at _____ (company).
4. Why did you leave _____ (company)?
5. Tell me about a time you had to respond to a crisis.
6. What's most important to you in a job?
7. What experience are you hoping to get in your next job?
8. Where would you like to be in your career five years from now?
9. _____?
10. _____?