



Lesson #3 - Careers That Work: Phlebotomist

Subject: Career Acquisition, Résumé Writing - What Makes a Good Résumé?

Grade Levels: 6th Grade - 12th Grade

Standards

13.1.5.A - Describe the impact of individual interests and abilities on career choices.

13.1.5.B - Describe the impact of personal interest and abilities on career choices.

13.1.5.C - Relate the impact of change to both traditional and nontraditional careers.

13.1.5.F - Investigate people's rationale for making career choices.

13.1.5.H - Connect personal interests and abilities and academic strengths to personal career options.

13.1.8.A - Relate careers to individual interests, abilities, and aptitudes.

13.1.8.B - Relate careers to personal interests, abilities and aptitudes.

13.1.8.D - Explain the relationship of career training programs to employment opportunities.

13.1.11.A - Relate careers to individual interests, abilities, and aptitudes.

13.1.11.B - Analyze career options based on personal interests, abilities, aptitudes, achievements and goals.

13.1.11.C - Analyze how the changing roles of individuals in the workplace relate to new opportunities within career choices.

13.1.11.E - Justify the selection of a career.

13.2.8.E - Explain, in the career acquisition process, the importance of the essential workplace skills/knowledge, such as, but not limited to:

- Commitment
- Communication
- Dependability
- Health/safety
- Laws and regulations (that is Americans with Disabilities Act, child labor laws, Fair Labor Standards Act, OSHA, Material Safety Data Sheets)
- Personal initiative
- Self-advocacy
- Scheduling/time management



- Team building
- Technical literacy
- Technology

Rationale

Provide the students with important information that is required of a high quality and compelling résumé for employment.

Objectives

- Students will be able to describe the purpose of a résumé
- Students will be able to decide what makes a high-quality résumé

Lesson Essential Question(s)

- What makes a good résumé?
- Why is revising a résumé necessary?
- What kind of information is important to include in a résumé?

Duration

1 class period, 40 minutes

Materials

Handouts:

- Handout #4: Résumé Research
- Handout #5: Résumé Revisions: Choosing What to Include

Suggested Instructional Strategies

Project Based Learning

Activities

- **Task #1:**



Have students define what a résumé is and present in 2 sentences their definition to the class. Discuss the different answers provided and determine the best definition based on class answers.

- **Task #2:**

Using Handout #3: Résumé Research, review with the class, discuss what research a job candidate should engage in before applying for a job at a particular company. Emphasize that the candidate's résumé should reflect their research about the company and position they are applying for.

- **Task #3:**

In small groups, have students research a company that is currently hiring phlebotomists. Teacher can assign or allow students to choose. Have the students discuss the aspects of the company that would influence a Phlebotomist candidate looking for employment with the company they are researching. Ask the students what they might choose to include on a Phlebotomist candidate's résumé that aligns with the company information they discovered during their research. Have them compare what they have discovered in their research with the included example Phlebotomist Résumé.

Task #4:

Review the results of the students' research with the class and create a collective list of details that should influence a job candidate's résumé revisions when applying for a phlebotomist position.

Task #5:

If desired, students can even propose résumé revisions to the sample included.

Related Materials & Resources

Careers That Work: Phlebotomist

Handout #4 - Résumé Research

Handout #5 - Résumé Revisions: Choosing What to Include

Resource Links:

- WVIA's Careers That Work: www.wvia.org/careersthatwork
- Path to Careers: www.pathtocareers.org
- Pennsylvania Career Link: www.pacareerlink.pa.gov/jponline/