

Résumé Photos

Grade Level: Business Writing, University Level

Time Frame: 1 hour

Overview	The purpose of this lesson is to teach students the importance of using a professional photo on a resume, if you choose to include a photo. They will also learn about a simple photo editing site called Picjuice which they can use to edit photos for their resumes.
Objectives	Following this lesson, students will have: <ul style="list-style-type: none"> ▪ Discussed why it is essential to include business-appropriate portraits on a professional resume ▪ Used Picjuice to edit an ordinary photo so that it has the qualities of a professional business photo through cropping and adjusting
Materials	<ul style="list-style-type: none"> ▪ Computers (one for each student) with Internet connection ▪ Individual photos of each student must be saved on computers beforehand ▪ Resumes students created in the previous lesson must also be available on computers
Procedure	<ol style="list-style-type: none"> 1. Discuss why having a professional-looking photo on your resume is important versus having, for example, a picture taken at a party. 2. Talk about good placement of a professional photo on a resume and why it is important. 3. Remind the class that good first impressions are vital to obtaining your dream job and that having a professional photo on your resume could potentially prepare the employer for the interview. 4. Ask students to log onto their computers and access the Picjuice website at www.picjuice.com. 5. Demonstrate, using a photo of yourself, how to crop, resize, and adjust photos using Picjuice so that they become professional looking pictures. 6. Instruct the students to do the same to their photos. 7. Check each student's finished photo and then tell them to place the photo in their resume as homework and to be sure to give it the correct placement, as discussed earlier.
Evaluation	Homework