



FCCLA Planning Process Summary Page



IDENTIFY CONCERNS

- The number of highschoolers that graduate without ever learning how to properly write a resume is extremely high.
- Through surveying students at North Oconee High School, I was shocked to learn that the majority of them had never made a resume, or were even taught how to in any of their classes.
- I was worried that the video would be glossed over and mistaken as a “lecture” rather than a video that offers valuable information.

SET A GOAL

- I wanted to create a clear and concise video that included everything that a student would need to know about crafting a persuasive resume and cover letter
- I aimed for the video to communicate that knowing how to write a professional resume is an imperative life skill
- I strived to create a video that was both informational yet engaging enough to keep the attention of students

FORM A PLAN (WHO, WHAT, WHEN, WHERE, HOW, COST, RESOURCES, AND EVALUATION)

- Who: Zubaida Adres, the Co-President for North Oconee High School
- What: Create an educational and engaging video that includes all of the information needed about writing an effective resume and cover letter.
- When: I began collecting information for the video and creating my Project Summary Pages in December of 2019. I continued working on it until the deadline on February 1st.
- Where: North Oconee High School
- Why: In order to inform high school students about the importance of obtaining the skills to write an impressive resume and cover letter. As well as to inform them about *how* to formulate each one.
- How: Through an informational yet engaging video that can be found on YouTube as well as on the North Oconee FCCLA website.
- Cost: There was no cost in creating this project
- Resources: I used an iPhone 7+ as a camera, used lighting in my room as well as natural lighting. I also edited the video using an app called InShot on my phone. In the video itself, I used royalty-free/non-copyright music from YouTube. Lastly, I used my personal Chromebook to complete all of the written portions of the project.
- Evaluation: Once the project was finished, my adviser and I sat down to evaluate the video and written work as a whole. We talked about what can be improved by fixing spelling and grammar mistakes and focusing on the details.

ACT

First, I surveyed a few students from North Oconee High School to learn about their current knowledge of resumes. Some of the questions included: Have you ever been in a class at NOHS that took you through the process of creating a resume? Have you ever actually made and submitted a resume for a job application? If not, how comfortable would you feel in your current knowledge/skills on resume writing? Do you know what a cover letter is? In total, I surveyed about 30% of the student body.

Once gathering this information, I decided that high school students had little knowledge of the importance of a resume/cover letter, how to write a resume, and how to write a cover letter. Hence I began to plan and focus on those 3 key points for the video. I then began creating a script and outlined which parts of the video would include me in it, and which parts I would need to record a voiceover for. Once everything was filmed, I strung them together, edited for smoother transitions, created title slides, and added music!

FOLLOW UP

Throughout the process of creating the video (as well as the gathering the research behind it), my eyes were opened and I was able to see the lack of education that students receive about creating a resume. Hence, I will be so grateful if this video is able to help just one person in their endeavor for employment! Additionally, I have never really made a video like this before, so this process has also given me the opportunity to learn new skills within cinematography and editing. All in all, creating this project has helped me to raise awareness about how most students graduate without this skill... and it has allowed me to create an “all in one” informational video!

