

Sample Student Service-Learning Teaching Report

Service Learning Teaching Report

I have completed my service-learning teaching of my coworkers and will report below on what I taught, how the lesson went, and what I could improve.

What I taught--For my lesson, I focused on how to create an effective resume. I introduced chronological and functional resumes and discussed their organizational patterns and formats; then we discussed how to determine which one to use when applying for a job. We also reviewed the list of effective action words that can be used to present skills and experience in a resume. In addition, we reviewed power statements and their effectiveness in presenting key qualifications of the applicant up front to help sell the applicant to the reviewer of the resume.

To end the lesson, I showed an example of an effective resume and a weak one, and we discussed what could be done to improve the weak version, based on what we had discussed earlier in the lesson.

How the Lesson Went--The lesson went very well. The coworkers I taught will soon be graduating and looking for full-time positions, so they were focused on our resume discussion. To verify the effectiveness of my teaching, I had the students complete a short quiz. They did well on the quiz, and I am confident they will remember at least some of what they learned when they create resumes as they apply for jobs.

What I Could Improve On--I could have improved the pacing of the lesson. Some topics that I spent only a little time on could have used more discussion, and I feel I spent too much time on less-important aspects. In addition, I could have done better transitioning from one idea to another, and I could have created a more-effective quiz—my coworkers were confused about what one of the questions was asking.

This report reviewing my resume lesson--what I taught, how the lesson went, and what I could improve on--will help you understand the experience I had completing the service-learning teaching assignment. Thank you for all of your assistance in helping me learn business-writing principles and teach them effectively.

Sam Strong