

INTERVIEW ME ~ PART 3 (Resume/Cover Letter Preparation)

Instructional Lesson Plan

STANDARD

13.1. Career Awareness and Preparation

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

E. Justify the selection of a career.

13.2. Career Acquisition (Getting a Job)

C. Develop and assemble, for career portfolio placement, • Cover Letter of introduction • Resume

GRADE: High School

LESSON TOPIC: *Including Your Dots in a Cover Letter (Career Readiness)*

UNIT: *Words that say "Interview Me". Create and send an email introducing oneself and the skills you have to offer.*

DURATION 40-45 minutes

OBJECTIVES/EXPECTATIONS

- Define skills and work experience through words.
- Recognize appropriate written introduction.
- Demonstrate understanding of appropriate email.

STUDENT OUTCOMES

- Students will be able to identify parts of a job interest email.
- Students will be able to demonstrate an email for job interest at a proficient level.
- Students will be able to create and send an email independently.

INSTRUCTIONAL DELIVERY

(SLIDES 1 & 2) Pre-Reflection

Teacher plays the audio for each slide for the class.

Question: Is there a difference between a Personal email and a Professional email?

(SLIDE 3) Opening Activities/Motivation: (10 min) large group / independent study

Discussion:

How would you introduce yourself to someone you have never met before? It is important that you can look another person in the eye and introduce yourself. Being able to communicate with someone either in person or virtually is a skill that you will need before leaving high school. Introducing yourself using words takes practice. The person reading your introduction is forming a picture in their minds as to who you are by the words you have written.

Many times, employers will receive over a hundred applications including interest letters. You want to have your email/letter stick out of the crowd. This takes practice and knowledge of a proper response to a job posting. You have the skill of writing, the skill of forming sentences, and the skill of sending an email. But, do you have the knowledge it takes to produce a virtual introduction for a job interest.

(SLIDES 4-8) Agree or Disagree Statements (10 min) ... After listening to the audio for each slide have the students weigh in on the following statements. THUMBS UP – I agree with the statement THUMBS DOWN – I disagree with the statement THUMBS STRAIGHT ACROSS – I am not sure about that statement

Slide #4 – A subject line should be clear and specific about the topic of the email sent.

Slide #5 – The person receiving the emails is my next-door neighbor. Since I was a kid, we call her Miss Cookie because she always gave us cookies. Since I know this person, I can address the email to Miss Cookie.

Slide #6 – If I list all of my skills that I have to offer this employer they wouldn't need to waste time setting up an interview with me.

Slide #7 – It is good to add information as to your hair color, weight, height, and eye color.

Slide #8 – An example for a closing to an email would be May the Force Be with You

INSTRUCTION REVIEW:

(SLIDES 9) Final draft (5 min)

Set the stage: Have the students take a few minutes to read the final draft of the introduction email.

(SLIDES 10) Students will prepare for a Mock Interview. Create and send an introduction email to the address on the slide. Students will include all sections as introduced in this lesson.

Extension Procedure: Students use a template where individual information is inserted. Also, email can be dictated to a scribe.

ASSESSMENT:

Students will complete a copy of an introduction email, send email to assigned receiver and the teacher to demonstrate understanding.