



2018 Future

Fayette Workforce

Teacher in the Workplace Program

LESSON PLANS

Lesson Plan Title: Career readiness: Preparing a cover letter, resume and development of job interview skills.

General Information

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Subject(s): English

Topic: Career readiness

Grade-Level(s): 11th grade

Summary: Lesson provides students with a basic understanding of setting SMART employment goals. Awareness and acquisition of soft skills required for successful interviewing and employment. This lesson will target and produce a cover letter and resume for each student.

Resources: Google Classroom, Google Slides, TED talks, and NearPod, YouTube video

Alignment to PA Standards for Career Education and Work

Desired Results For students to be competent in producing a cover letter and resume along with becoming aware of appropriate job interview skills.

Established Goals:

What relevant goals will this lesson address?

- Students will become aware of how to develop a SMART goal.
- Students will learn how to develop a cover letter and resume.
- Students will apply knowledge to write a cover letter and resume.
- Students will become aware of the soft skills required to successfully interview and maintain employment.

Overarching Understandings:

What are the big ideas?

Helping students to develop skills that allow them to better navigate the world of job-hunting, work relationships, and appropriate conduct.

What misunderstandings are predictable?

When students begin working they might have the false misconception that the work environment is similar to the school environment. For example, students who miss school frequently might believe it is possible to miss work also.

Essential Question(s):

What provocative question will foster inquiry, understanding, and transfer of learning.

How is goal-setting important?

How crafting the perfect resume and cover letter set you up for success?

How can preparing for your interview help you maximize your success?

What other skills will assist you in gaining and maintaining employment?

Knowledge:

What key knowledge will students acquire as a result of this unit?

Effective resume writing

Goal setting

Soft skill awareness

Skills:

What key skills will students acquire as a result of this unit?

Students will use proper resume writing techniques to write a resume

Students will identify achievable goals and how to set them to set goals

Students will be able to connect soft skills to real gainful employment

Assessment Evidence

Performance Task:

Through what authentic performance task(s) will students demonstrate the desired understandings?

Interactive Nearpod lesson relating to setting SMART goal setting to discuss the following attributes of a SMART goal.

- Specific
- Measurable
- Action plan
- Realistic
- Timely

Interactive Nearpod lesson relating to resume components

Students will create their own cover letter and resume based on the Nearpod

TED Talk on soft skills

- Problem solving
- Creative thinking
- Team work
- Decision making
- Intrapersonal skills
- Interpersonal skills
- Communication skills
- Leadership skills

After watching TED Talk, students will be able to focus and sharpen appropriate soft skills to improve their effectiveness at school and the workplace by filming a 30 second commercial on Flipgrid to promote various soft skills and explain their importance.

By what criteria will performances be judged?

Resume rubric <http://www.oneonta.edu/development/cdc/documents/ResumeRubric.pdf>

Flipgrid Commercial Rubric

http://www.readwritethink.org/files/resources/lesson_images/lesson1120/CommercialRubric1.pdf

NearPod lessons each have built in assessments

- Goal lesson <https://share.nearpod.com/PeKBrl2uiS>
- Resume writing <https://share.nearpod.com/F1BdA0W5sR>

Other Evidence:

Through what other evidence (e.g., quizzes, tests, academic prompts, observations, homework, journals, etc.) will students demonstrate achievement of the desired results?

Teacher will be leading and observing various large and small group discussion.

Teacher will also be able to gauge student level of understanding by the questions they ask.

How will students reflect upon and self-assess their learning?

Students will reflect and make revisions to cover letter and resume by teacher input and also peer review.

Students may also reflect and evaluate thinking and gather other opinions by group discussion.

Lesson outline/activities (1-3 days)

Day 1:

- Teacher will prompt student discussion by asking students their short term and long term goals. Teacher will give students response time for adequate sharing. Teacher will then ask essential questions of How do they make goals? And How is goal setting important? Class will then discuss the positive and negative strategies discussed.
- Students will then open the NearPod Goal Setting lesson in Google classroom. <https://share.nearpod.com/PeKBrl2uiS> Students and teacher will interactively work through the lesson learning about how to make SMART goals.
- Students will then determine a possible list of their own personal SMART goals.
- Students will then choose one SMART employment goal in which they will develop a cover letter and resume.
- Student's reflection will occur through the NearPod quiz. As an exit ticket students will list on a post-it the acronym of what SMART means.

Day 2:

- Teacher will begin the lesson by reviewing the purpose and definition of SMART.
- Teacher will ask students the purpose of a cover letter and resume. Teacher will allow students time to respond and then class will evaluate the responses.
- Students will then open the NearPod lesson on Resume Writing in Google classroom <https://share.nearpod.com/F1BdA0W5sR> Students and teacher will interactively work through the lesson learning the steps to prepare and develop a resume and cover letter for their personal goal.
- Students will then be given the remainder of the class to develop their cover letter and resume. Teacher will be available for assistance.
- Students will finish their cover letter and resume for homework.

Day 3:

- Teacher will display the requirements of the resume and cover letter. Students will then group off and peer review each others resumes and cover letter.
- Upon completion of review of resumes, teacher will now discuss that skills and resumes are just part of gaining and maintaining employment. Teacher will ask students if they know what “soft skills” mean?
- Teacher will present a Google Slide about what soft skills are and the importance of gaining appropriate soft skills. Students will answer questions throughout the Slides.
- In order to better relate to the understanding of soft skills students will watch <https://www.youtube.com/watch?v=Tiy2LONr050&t=1s> and TED talk on soft skills <https://youtu.be/NKBIWanXzGE>
- In order to evaluate students understanding of soft skills students will login to FlipGrid via link in Google classroom to film a 30 second commercial on Flipgrid to promote various soft skills and explain their importance.

