

Eleventh Grade ▪ Career Acquisition ▪ English, Communications

Competency:	13.2.11A Apply effective speaking and listening skills used in a job interview.
Lesson Topic:	Mock Interviews
Subject:	English, Communications
Length:	1 class period
Materials:	Speak and Listen Interview worksheet, TV and pencil
Evaluation:	Students will be able to identify the proper speaking and listening techniques at an interview through role play.

Procedure:

1. Students will participate in a job interview role-play.
2. Students are paired with another student in the classroom. The teacher assigns one student as the interviewer, the other the applicant. Students should be prepared to switch roles at the end.
3. The teacher assigns a job title, company name and some information about the job for the interview.
4. If available, contact the schools audiovisual club to see if these interviews can be video taped and viewed the next day. Audiovisual club students can tape the interviews for credit/experience.
5. *If videotaping took place, teacher provides students with the *Speak and Listen Interview* worksheet for each interview when viewing them.
**If videotaping was not available, teacher provides students with the *Speak and Listen Interview* worksheet. When students switch roles, another sheet will be distributed.
6. Students are asked to interview their partner by asking questions about themselves and the job they are applying.
7. Once the interview is complete, teacher can time this interview for as short or long as needed, the interviewer will evaluate the applicant utilizing the *Speak and Listen* worksheet.
8. After students have switched roles, they will share the completed worksheet with each other.

Speak and Listen Interview Worksheet

Applicant Name: _____

Interviewer Name: _____

Circle yes or no about the person who you interviewed.

Did they shake your hand and greet you?	YES	NO
Did they introduce themselves?	YES	NO
Did they sit down when you told them to?	YES	NO
Were they nervous?	YES	NO
Were they polite and nice?	YES	NO
Did they answer your questions?	YES	NO
Did they interrupt?	YES	NO
Did they avoid giving all yes and no answers?	YES	NO
Did they move around a lot in their seat?	YES	NO

Answer the following questions about yourself.

Was it hard to be the applicant? Why?

Was it hard to be the interviewer? Why?

What should you do at the end of an interview as both the applicant and the interviewer?



**Eleventh Grade ▪ Career Acquisition ▪ English, Computer,
Library**

Competency:	13.2.11B Evaluate resources available in researching job opportunities, such as, but not limited to CareerLinks, Internet, Networking, Newspapers, Professional associations, Resource books.
Lesson Topic:	Job Search
Subject:	English, Computer, Library
Length:	1 class period
Materials:	Internet Access, <i>Job Search</i> worksheet, pencil
Evaluation:	Students will explore researching a job by using the Internet and newspaper classified ads.

Procedure:

1. Teacher provides students with the *Job Search* worksheet, internet access and newspaper classified ads.
2. For the Internet, the teacher should write a list of websites for job seekers on the board; (see examples below). these can include CareerLink, newspaper websites, Monster, etc.
3. Students research Internet postings and newspaper postings and complete the questions on the *Job Search* worksheet.

Job posting websites:

- Monster.com
- Careerbuilder.com
- Hotjobs.yahoo.com
- Cwds.state.pa.us
- Collegegrad.com

Job Search Worksheet

Name: _____

Answer the questions below.

1. Where was the easiest place for you to find information about jobs in your community?

Why?

2. Which Internet job search site did you like the best?

3. Which Internet job search site did you not like?

Why?

4. Where can you find information on jobs in other states?

5. During your search, was the career you are interested listed? If so, describe the position and details in the ad. If not, chose any job and describe the position and details of the ad below.

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Competency:	13.2.11C Develop and assemble, for career portfolio placement, career acquisition documents, such as, but not limited to: Job application, Letter of appreciation following an interview, Letter of Introduction, Postsecondary education/training applications, Request for letter of recommendation, Resume.
Lesson Topic:	Items Needed to Apply for a Job/College
Subject:	English, Computer
Length:	Five class periods or more as needed
Materials:	Class Period 1 – Job application worksheet Class Period 2 –Thank you letter Class Period 3 – Cover letter Class Period 4 – Request for letter of recommendation Class Period 5 – Resume
Evaluation:	Students will learn how to complete sample documents needed when applying for employment: Job application, Thank you letter, Cover letter, Request for letter of recommendation, Resume.

Procedure:

Class Period 1 – Job Application

1. Teacher will discuss the importance of being able to prepare and complete documents needed for employment.
2. Teacher will provide students with the *Job Application* worksheet and *Job Application tips* worksheet. **Note:** In place of the Job Application Worksheet, contact your local CareerLink or employment agency and ask for a generic job application for students to complete.
3. Students complete the application as a homework assignment and are advised they can use volunteer work, clubs, sports, or babysitting jobs in the areas asking for employment information. If students do not have any of these items to list, they can create places they have worked by looking up businesses in the local newspaper or phone book.
4. Teacher collects assignment for credit.

Class Period 2 – Thank You Letter (This can be two class periods in length with one class in the computer lab typing a thank you letter)

1. Teacher explains that once you have applied for a job and had an interview it is expected that a thank you letter be sent to the employer.
2. Teacher explains although an employer may provide an email address, it is common courtesy to mail a thank you response.
3. Teachers distribute the *Thank You Letter* worksheet to students to complete.
4. Discuss the thank you letter tips.
 - A thank you letter also gives you the opportunity to highlight strengths and to add on to anything that you did not answer well or forgot to mention during the interview.
 - Show your continued interest and excitement for the position and the company and show that you are looking forward to accepting the opportunity.
 - Create each thank you letter so the interviewer/recruiter remembers who you are, which will help make you stand out.
 - Be genuine, real, and sincere.
 - Send out your thank you letter immediately after an interview. You want to make sure you mail it as soon as possible so it is received before the hiring decision is made.
 - Get each interviewer's business card at the interview, that way you have their contact details for the thank you letter and for following up.

Class Period 3 - Cover Letter (This can be two class periods in length with one class in the computer lab typing a cover letter)

1. The teacher will ask the class what a cover letter is and why it is useful in applying for a job.
2. The teacher will briefly list the reasons a cover letter is helpful:
 - Provides a summary of wanting to work at the organization
 - Shows qualifications for the position
 - Gets the attention of the employer
 - Most employers require a cover letter and will not consider applications without one
3. Have students cut out a help wanted ad out of the classifieds section of the local newspaper (teachers: you may need to save a week or two worth of the paper to have enough for the entire class).
4. Students will be required to write a cover letter for the job using both the *Cover Letter Tip Sheet* and *Cover Letter* worksheet.

Class Period 4 – Request for Letter of Recommendation

1. Teacher starts a class discussion on what a letter of recommendation is and why employers request the information.
2. Teacher can assign the *Requesting a Letter of Recommendation* worksheet as homework for credit.

Class Period 5 – Resume (This activity can take place at the end of a class period with a homework assignment with another class period taking place in a computer lab with the actual creation of an electronic version of a student resume)

1. Teacher discusses the topic of resumes and the important role it plays in the application, interview, and hiring process.

Discussion points:

- Resumes are often required in addition to applications and many times, employers ask for a resume without an application.
- Resume represents you (the student) and the accomplishments achieved.
- Use correct spelling, punctuation, capitalization, and grammar.
- Someone should always review your resume and the job description to see if they sound alike.

2. Teacher assigns homework of *Resume Writing* worksheet.

Next Day: (Two Options)

Teacher reviews *Resume Worksheets* and can assign another assignment in one of two ways:

- a. Computer lab work (in class) - students, with teacher guidance create an electronic and printed version of their resume. This can be used for their file and can be passed on to the guidance department.
- b. Homework assignment (weekend assignment to allow for time if students do not have a home computer or a printer and need to go to the library or elsewhere) – students create an electronic and printed version of their resume and hand this in for credit. These resumes can be passed on to the guidance office for their permanent files.

(Class Period 1)

Job Application Tips Worksheet

Employers require many documents when applying for a job. A *Job Application* is one of these items. This application is used to determine if you are neat, accurate, and honest, can follow directions, and spell!

Some employers will not let you take an application out of their office or out of the job center. To avoid having to make multiple trips always have all of the information you need with you.

- Be prepared
 - Take a pen with you, not a pencil
 - Take a copy of your resume
 - Have addresses, phone numbers, dates and contact information of all the places you have worked
- Read the application form before you fill it out
- Follow the directions
- Write nicely and neat
- Give short but descriptive answers
- Be honest
- Answer all of the questions the best that you can
- Do not cross things out or put X's through them
- When asked about salary answer open, many employers have a salary amount already for the position
- Check and recheck your application once it is complete
 - Did you spell everything correctly?
 - Do you have phone numbers for all of your references?
 - Does it look neat and readable?
 - Did you list a phone number where you can be reached?
- Leave your resume or send you resume along with your application when applying

Special Tip: Cell phones and your voicemail can be fun and cool but when applying for jobs, take the music off and speak nicely and clearly, so the employer knows they reached the right person. You would not want to miss out on a job because of an inappropriate song or comment you left on your voicemail or home answering machine.

College Application Tip Sheet

- Apply early! It is important not to wait until you have your cap and gown on and are receiving your diploma to apply to college. Admissions have many applications to review and may even have deadlines on funding for students.
- Don't miss the deadline! If you have applied to multiple schools, make a list/chart of each of the schools application and the financial aid deadlines.
- Make sure you have the right college name in the application or essay. Seems like a no brainer, right? Simple mistakes such as this can hurt your chances of admission. Check, recheck and have someone else check all of the items you are sending to each school.
- Tell your guidance counselors you are applying and to where. Your guidance counselor will need to mail your transcripts to the school, a requirement of all colleges/universities. Sometimes your counselor may provide the transcript directly to you to send in. If this is the case, do not open the letter or break the transcript seal.
- Ask for letters of recommendation at the beginning of the school year. Teachers may get overwhelmed with being asked for letters and you may miss out on a good one if you wait until the deadline. In addition, it takes some time to compose a letter.
- Type whatever you can. Typing looks nice and organized. Do not, however, forget to sign your letter.
- Don't forget your essay. Or any of the required materials needed in the application process. Many times incomplete applications are automatically rejected.
- Don't rely on your computer alone to check your spelling, read, and reread your essay. Have someone else read your essay too.
- Don't forget to complete and submit your FAFSA. Even if you have not been accepted yet or made your decision on where you plan to attend school.

(Class Period 2)

Thank You Letter Worksheet

Name: _____

Name: _____

Title: _____

Organization: _____

Address: _____

City, State, Zip Code: _____

Dear Mr. /Ms. Last Name: _____

Paragraph #1: Thank the person you interviewed with for meeting with you. Note that you are very much interested in the position with that organization.

Provide your example here:

Paragraph #2: Explain the reasons why you are an excellent candidate for the job. Provide examples or specific skills that you have that make you the best person for the job.

Provide your example here:

Paragraph #3: Did you forget to mention something at the interview that you would like the employer to know? State it here. If you don't have anything to add, skip this paragraph and move on to Paragraph #4.

Provide your example here:

Paragraph #4: Tell the interviewer again, how thankful you are for the interview and you look forward to hearing from someone soon.

Provide your example here:

Closing: Sincerely,

(Your Signature)

Your Typed Name

(Class Period 3)

Cover Letter Tips Worksheet

1. How should the letter look?

- It should be typed neatly
- Printed on one side, on plain white paper (nothing fancy or fragranced)
- It should not contain any smudge marks (drink rings or pen marks)
- Use spell check! Make sure you check your spelling, capitalization and punctuation
- Make sure you are sending it to the correct person and that you spelled their name correctly
- Include the date at the top of the letter
- Even though you have typed your letter, sign it at the end too.

2. What should the letter say?

- Mention the job you are applying for
- Mention where you found or heard about the job
- Explain why you would like to have the job (Not just for the money though!)
- Summarize the main points on your resume which are similar to the job you are applying for
- Request an interview and provide how you can be reached (include a phone number and an email address)

3. How should the letter end? (Examples)

- I look forward to hearing from you
- Thank you for your time in reviewing my qualifications
- If you would like to further discuss my skills I can be reached at (provide a phone number)

4. What else should be done?

- Close the letter with Sincerely
- Sign your name in cursive writing
- Type your name at the end

Cover Letter Worksheet

Your Name: _____
Your Address: _____
Your City, State, Zip Code: _____
Your Phone Number: _____
Your Email Address: _____
Date: _____

Employer Contact Information

Name: _____
Title: _____
Company: _____
Address: _____
City, State, Zip Code: _____

Dear Mr. /Ms. Last Name: _____

Paragraph #1: Include the reason why you are writing. State the position you are applying for and where you found the position listed.

Provide your example here:

Paragraph #2: Make the reader want to give you an interview or appointment. Show strong connections between your skills and what they are asking for in the job listing. Provide examples. **Use a few small paragraphs** to explain yourself instead of one big one.

Provide your example here:

Paragraph #3: End the letter by thanking the employer for considering you for the position, you hope to hear something soon, and how you can be reached.

Provide your example here:

Closing: _____

(Your Signature)

Handwritten Signature (for a mailed letter)

Typed Signature

(Class Period 4)

Letter of Recommendation Worksheet

Today's Date: _____

Recipient's Contact Information

Name: _____

Title: _____

Company: _____

Address: _____

City, State, Zip Code: _____

Greeting

Thank you for writing a letter of recommendation for me. I would appreciate your writing the letter as early as your schedule allows; however, I will pick it up on _____ (provide a date and stick to it).

Personal Background

Educational background (schools and special classes relating to desired job):

Job or volunteer experience: _____

Awards/achievements/honors/scholarships: _____

Clubs, activities, sports, and/or student government participation:

Interests and/or community service (hobbies, clubs, volunteer work, sports, church, etc.): _____

Personal and professional life goals: _____

Something special or unique about me that I would like to have mentioned in the letter: _____

Job Background

The job I am applying for is: _____

The person to whom you should write the letter:

Title/position: _____

Business address: _____

Phone: _____

Why I feel I am qualified for the job (skills, experience, personal qualities):

Thank the writer

Thank you for your assistance.

Closing

Signature

(Class Period 5)

Resume Writing Worksheet Guide

Full Name: It is important to include your full name on your resume. You do not want the employer wondering if you are a male or female. For example, the name Alex can be used for both, however, Alexander and Alexandria are more specific.

Address, City, Zip: Make sure you use the address and phone number where you can be reached. If you use your cell phone, you may want to make sure the song and message is not offensive or too long.

Objective: This area is to explain the kind of work you would like to do.

Qualifications: Use this area to explain why you are a strong candidate for the job. Use strong action words to describe your background, strengths, and accomplishments.

Education: Although you are still in school, you can list the grades you have completed and even list your elementary or middle school. It is also alright to list your future plans, maybe you plan on taking a college prep course or attending a career and technology center.

Skills: Take note of the skills the job description is asking, do you have any of these skills? If so, give an example of how your skills would be beneficial in the job position.

Work History: So you think because you are still in school that none of your past work experience matters? Not true, maybe you have babysat, been a dog walker, mowed grass, or shoveled snow; these are all services and jobs that can be listed on your resume.

Volunteer Experience: You may find that you do not have any work history but have helped coach a team, helped at a community organization or even at your church. Employers find this information to be very important because it helps them to know a bit of your "character." A person's character is a set of qualities that make somebody stand out.

Honors and Awards: Include anything that you have received from school, church or your community. This can include grades, sports, music, and art, anything that you have been given an award for.

Resume Writing Worksheet

Your Name: _____

Your Address: _____

Your City, State, Zip Code: _____

Your Area Code and Phone Number: _____

Your Email Address: _____

Objective:

Qualifications:

Education:

Skills:

Work History:

Volunteer Experience:

Honors and Awards:



Eleventh Grade ▪ Career Acquisition ▪ English, Computer

Competency:	13.2.11D Analyze, revise, and apply an individualized career portfolio chosen career path.
Lesson Topic:	Career Portfolio
Subject:	English, Computer

Suggestions:

- Career Portfolio materials are available on pheaa.org in the K-12 Counselors section.
- Educationplanner.org provides multiple activities that support career portfolio process and career education.
- Guidance counselor explain each part of the career portfolio that include but are not limited to:
 - Achievements
 - Awards/recognitions
 - Career exploration results
 - Career plans
 - Community service involvement/projects
 - Interests/hobbies
 - Personal career goals
 - Selected school work
 - Self inventories
- If parts of the portfolio have been done in previous years and are on file either electronically or in paper format, the class period can be used to update and review their files and forms. Counselors/teachers can remind students they will be required to showcase themselves during the college application process and also if they are thinking about entering the workforce.

Eleventh Grade ▪ Career Acquisition ▪ English, History

Competency:	13.2.11E Demonstrate, in the career acquisition process, the application of essential workplace skills/knowledge, such as, but not limited to: Commitment, Communication, Dependability, Health/Safety, Laws and regulations (Americans with Disabilities Act, Child Labor Laws, Fair labor Standards Act, OSHA, Material Safety Data Sheets), Personal initiative, Self-advocacy, Scheduling/time management, Technical literacy, Technology.
Lesson Topic:	Workplace Soft Skills
Subject:	English, History
Length:	1 class period
Materials:	Vocabulary words (listed below)
Evaluation:	Students will learn definitions to the words associated with the career acquisition process.

Procedure:

1. The teacher will write the following words on the board for students:
 - Commitment
 - Communication
 - Dependability
 - Health/Safety
 - Laws and regulations
 - Personal initiative
 - Self advocacy
 - Scheduling/time management
 - Team building
 - Technical literacy
 - Technology

2. Teacher will discuss the history behind laws and regulations to include the Americans with Disabilities Act, Child Labor Laws, Fair Labor Standards Act, OSHA, and Materials Safety Data Sheets.

3. Teacher and students will discuss why workplace skills and knowledge and important in the workplace. Discussion items can include the positives of having these skills and negatives of not having these skills.