

LESSON PLAN

JOB SEEKING SKILLS: APPLICATION, COVER LETTER, THANK-YOU LETTER

Grade Range: 10-12

Time Needed: 90 Minutes (20 minutes job application, 35 minutes Cover letter, 35 minutes Thank you)

Learning Objectives

- Demonstrate job seeking skills.
- Students will be able to create an effective cover letter utilizing proper format.
- Students will understand the importance of sending a thank you letter after a job interview.
- Students will be able to create a proper Thank you letter in proper format.

Supplies/Materials

- Internet access
- PowerPoint
- Black/blue pen
- Paper
- Job application template
- Cover letter template
- Thank you letter template

1. Go through the PowerPoint with students.
2. Have students fill out the job application from DLR.
3. Cover letter lesson plan
 - a. Pass out cover letter template
 - b. Two sample sheets
4. Thank you letter lesson plan
 - a. Pass out thank you template.
5. Activity:
 - a. Careeronestop.org
 - b. Job search:
 - 1) Have students find an open position in a field they are interested in.
 - 2) Students will complete a cover letter and thank you letter for that position.
 1. With the help of the presenter.

Process Questions:

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SOURCES

Job application:

Department of Labor Application.

Cover letter lesson plan

- a. <http://www.laep.org/wp-content/uploads/2015/06/Cover-Letter.-Lesson-Plan.pdf>

Lesson Plan 5 COVER LETTER/LETTER OF INTRODUCTION WRITING. (n.d.). Retrieved from

http://www.bing.com/cr?IG=4992A110BDAD44A5B880323FA26CD56B&CID=39E0C774E504694C1FECCC98E4AB6880&rd=1&h=EvD7zahc4WE8APWF-kYhE_y1Yc48yTOxMjmKBZ6mGF8&v=1&r=http://www.laep.org/wp-content/uploads/2015/06/Cover-Letter.-Lesson-Plan.pdf&p=DevEx.LB.1,5068.1

45 Free Cover Letter Examples By Industry. (n.d.). Retrieved from <https://resumecompanion.com/cover-letter-examples/high-school-student-cover-letter-sample/>

Harrington, J. (n.d.). High School Student Cover Letter Sample & Guide | ResumeCompanion. Retrieved from <https://resumecompanion.com/cover-letter-examples/high-school-student-cover-letter-sample/>

Thank you letter lesson plan

- b. https://secure.collegeincolorado.org/Images/CiC/pdfs/pro/thank_you_letter.pdf

Lesson Plan: Job Search 1 - College In Colorado. (n.d.). Retrieved from

https://www.bing.com/cr?IG=89B73CF512A0410C80BEF48FBB4A9244&CID=0155BBACF9CF69122CC8B040F8606860&rd=1&h=UxB5xXRqWdvSkpFwZ49IRsIF3XQ18sqC4PwIfupPG8&v=1&r=https://secure.collegeincolorado.org/Images/CiC/pdfs/pro/thank_you_letter.pdf&p=DevEx.LB.1,5064.1

If you use someone else's activity or lesson to develop one here, make sure to reference at the end using APA reference citation (<https://owl.english.purdue.edu/owl/resource/560/05/>).