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## LESSON PLAN

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**GRADE: 12**

**MEETING 5**

**DATE: 12/3/09**

**THEME: Applying for a Job**

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### NAVIGATION 101:

CLEAR, CAREFUL, AND CREATIVE PLANNING FOR LIFE BEYOND HIGH SCHOOL

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#### Announcements:

- ◆ Every student should have all their Culminating Project paperwork in and approved. If not, the possibility of not graduating is becoming very real.
  - ◆ Keep those assignments you did well on as your examples of exemplary work for your portfolio.
  - ◆ If you are absent during advisory, get the lesson from your advisor or go on-line to the “Stag's Leap” page of the Deer Park High School Website. It is important to keep up with assignments. The portfolio has to be completed and turned in **April 9**.
  - ◆ If you need help with getting your portfolios up-to-date, plan to attend the help session on **Wednesday, December 9th** from 3:15 to 4:30 in the library.
  - ◆ Scholarship information is in the counseling center. Check it once a week for new information.
  - ◆ It is time to get your applications into the colleges to which you are applying.
  - ◆ A PDF version of the 2009-2010 FAFSA form is now available for download at [www.FederalStudentAid.ed.gov](http://www.FederalStudentAid.ed.gov). Students can complete the form on the computer or by hand and mail it to the address provided. All are encouraged to file online. The FAFSA on the Web Worksheet is the tool to use for students and parents submitting applications on the web. They can be ordered at [www.FSAPubs.org](http://www.FSAPubs.org). For more information check the parent page of the high school web site. Write the websites on the board for students, and if you have the ability to show them where to find the FAFSA online it would be helpful to give them a visual of where to go once in the website.
- Students will have their job applications, cover letters, and resumès checked for inclusion in their portfolios.

#### Lesson Goals:

## ESSENTIAL QUESTIONS:

What do I want to do after high school?  
Do I have the tools necessary to go out and find a job.

## MATERIALS NEEDED:

**Resumè Correcting Directions** (1 per teacher)  
**Resumè Model** (1 per teacher)  
**Cover Letter Model** (1 per teacher)  
**The Culminating Project Mid-Year Status Report**  
(class set)

## CLASSROOM REVIEW:

Check to make sure that students have completed their **WOIS Reflection Forms** from our last lesson and give them credit. *Do this during Classroom Activity 2.*

Remind students that their **WOIS Reflection Forms, Career Interest Area Worksheet, Interest Profiler, Career Map, and Training Plan Worksheet** need to be put in their Portfolios as well as need to be there on **April 9th** when their Portfolios are checked as a graduation requirement.

## CLASSROOM ACTIVITY 1:

Students should work on their **Job Applications, Resumès, and Cover Letters in their Senior English classes**. These will need to be turned in at the next Advisory (no exceptions) on **January 14<sup>th</sup>**. Mrs. Hill will help those not enrolled in English 4.

Included with **this** lesson are some examples to help you when checking these papers at the next advisory. You are not expected to check these as if you were a copy editor for the *New York Times*. Simply look over each page scanning for obvious major areas which are missing or any spelling or punctuation errors which jump off the page. If you see such errors, tell students they must make corrections return the offending papers to you before the next advisory. Their Portfolios will not pass, and they will not graduate until you and the checkers on **April 9th** are satisfied.

## CLASSROOM ACTIVITY 2:

Give students a copy of **The Culminating Project Mid-Year Status Report** (it is also page 11 in their **Culminating Project Packet**). They are to fill out the form and be ready to briefly tell their advisory on **January 14** what they are doing, where they are in the process, and how they would evaluate their work so far (*Approximately a two minute statement--depending on the size of your advisory*). This form must go in the **Personal**

**and Social Development Section** of their Portfolio to be checked for graduation. They may do this while you are checking their **WOIS Reflection Forms** from last advisory.

**CLOSE**

Remind students that they need to find two people to write letters of recommendation for them by our

**February 4** Advisory.

**NOTE:**

*Please submit a list of students who still have not turned in their senior project proposal paperwork to Tammy Hill and Jeff Dunn. They need to keep following up with these students.*

**HANDOUT  
CULMINATING PROJECT  
MID-YEAR *STATUS REPORT***

**Name:** \_\_\_\_\_

**Advisor:** \_\_\_\_\_

**CULMINATING PROJECT PROGRESS**

**Based on your work to date, do you feel you are making adequate progress on your culminating project?** *Please write a paragraph or two summarizing and evaluating your work to date and the progress you've made. (Use the back of this form if needed.)*

**What do you need to accomplish over the next several months to complete your project by February 18<sup>th</sup>?**

**Are you on track to do this? If not, what can you do to complete your project on time?**

Students were given directions to use one of the Resume templates and fill in their own info.

I told them you would look for glaring errors, like spelling etc. If you want to be more picky, that's fine. If they need to fix errors, hand it back in the next advisory.

[Click here and type address]

[Put phone, fax, and-mail here]

# Deborah Greer

## Objective

[Click here and type your objective]

They were told to sound a little more educated than "to get a job":). I told them they could write "to obtain a position utilizing my skills"

## Experience

1990-1994      Airtek Stores      Soubridge, WA

National Sales Manager

- + Increased sales from \$50 million to \$100 million
- + Doubled sales per representative from \$5 million to \$10 million
- + Suggested new products that increased coverage by 25%

1985-1990      Ferguson and Suddell      Soubridge, WA

District Sales Manager

- + Increased regional sales from \$25 million to \$290 million
- + Managed 250 sales representatives in 10 Western states
- + Implemented training course for new recruits — speeding profitability

1980-1984      Duffy Vineyards      Soubridge, WA

Senior Sales Representative

- + Expanded sales base from 50 to 100 representatives
- + Tripled distributor revenue for each sales associate
- + Expanded sales to include cross market accounts

1975-1980      LuWare, Inc      Soubridge, WA

Sales Representative

- + Expanded annual sales by 400%
- + Received company's highest sales award four years in a row
- + Developed Excellence in Sales training course

1971-1975      Soubridge State University      Soubridge, WA

B.A., Business Administration and Computer Science

+ Graduated Summa Cum Laude

Soubridge Board of Directors, running, gardening, computer, computers

In the Experience section

- Experience should be most recent to least recent.
- They needed at least two examples in the experience section
- It does not need to be paid experience
- Keep the same formatting (should be up-to-date)

In this section, they computed FHS (for the only bullet they need to something to the effect of "Anticipated graduation June 2008". They could have other bullets, if desired, maybe specialized classes.

## Education

## Interests

They should have removed the Tips section

The bottom line with all of the job items (resume, cover letter, application) is that you really will be the one who 'picks' all of these items. So you can decide how picky you will be.

## *Resume Model*

### **Pete Moss**

1111 First Avenue  
Elma, WA 98541  
(360) 482-0000  
pm@ISP.com

#### **Objective**

I am interested in working in food service as a caterer.

#### **Education**

September 1998      Elma High School  
To June 2001        1235 Monte Elma Road, Elma, WA 98541  
Expected Graduation June 2001

#### **Experience**

June 1999              Waiter  
To August 2000      Macy Gray's Diner  
                                 Ms. Teri Collins, Owner  
                                 1234 Good Food Drive, Elma, WA 98541  
                                 (360) 482-9999  
                                 Waiting tables, bookkeeping, tending cash register, hosting

#### **Special Skills**

Windows 95/98, MS Word, MS PowerPoint, MS Excel  
Automobile and motorcycle maintenance and repair

#### **References**

Ms. Stacy Alton  
Home Economics Teacher  
Elma High School  
1235 Monte Elma Road  
Elma, WA 98541  
(360) 482-3121

Mr. Frank Borden  
Restaurant Manager  
Macy's Gray Diner  
1234 Good Food Drive  
Elma, WA 98541  
(360) 482-9999

Mr. Dave Beeler  
Track Coach  
Elma High School  
1235 Monte Elma Road  
Elma, WA 98541  
(360) 482-3121

March 15, 2007

Bradford Williamson  
Personnel Director  
Electronics Enterprises  
1810 S. Olive Street  
Los Angeles, CA 90015

Dear Mr. Williamson:

I am interested in the Electronics Salesperson position you advertised in the *Spokesman Review* on March 15, 2007. Enclosed please find my resumé.

As you will note, I have a number of experiences which would make me a valuable addition. I have seven years experience in dealing with the public while teaching in grades nine through twelve. I have also shown my ability to work with colleagues while serving on a variety of committees, including the Deer Park High School Curriculum Alignment Committee. Finally, I have worked in business while maintaining a financially successful in-house demonstration business for six years.

I believe the combination of my interpersonal and educational skills makes me well qualified to work as an Electronics Salesperson for your company. I am available for an interview at your convenience. If you have any questions, please contact me at 509-xxx-xxxx.

Sincerely,

Bob Jones  
Xxx Anywhere Street  
Deer Park, WA 99006  
509-xxx-xxxx

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