

Juniors
January 3, 2017

Objective(s):

The student will be able to...

1. Create a cover letter.

Materials): Cover Letter Assignment Sheet

Assignment(s):

Assignment	Standard(s)	Points	Assigned	Due
Cover Letter	CS.CD.05 Demonstrate job-seeking skills	5	1/3/17	1/10/17

Procedure:

1. Begin advisory according to personal preference.
2. Take attendance.
3. Read Announcements.
4. Explain to students that prior to Spring Break all Juniors will participate in a mock job interview with an adult other than their AG teacher. They will turn in a job application as well as a copy of their resume and cover letter. All of our recent lessons have been in preparation for the Mock Interview activity and will also count as a required Career Related Learning Experience for graduation.
5. Lead a discussion on what a cover letter is. Explain that their assignment is to develop a cover letter with the purpose of applying for an entry-level job, which they are qualified for TODAY! (ex: Starbucks, McDonalds, Subway, Rite-Aid, Home Place, Farms, etc.)
6. If students created resumes and applications that are not based on their actual qualifications please ask them to modify them so they are an honest and usable tool that they can use now.
7. Using the example and instructions provided (Cover Letter Assignment Sheet), instruct students to write a cover letter addressed their AG teacher. Normally they would address it to the person who does the hiring at the exact place they want to get a job. To find the name of the person who does the hiring, they can call the company and simply ask! But, in the interest of time just have them address it to the AG teacher.
8. Go over the handout and provide time to work.
9. The cover letter will be due at the end of AG on January 10, 2017.
10. End advisory according to personal preference.