

## Cover Letter Lesson 2: Juniors

Dec. 5, 2017

	Lessons	Standards
<b>Last Week</b> Nov 27- Dec 1	Cover Letter Lesson 1/ RIE Intro(Tues) Foxes in Focus (Wed) RIE – First RIE (Thurs) Link Crew(Fri)	CRLE
<b>This Week</b> Dec 4-8	<b>Cover Letter Lesson 2</b> (Tues) AG Door Decorating (Wed) AG Door Decorating/AG Party (Fri)	CRLE
<b>Next Week</b> Dec 11-15	AG Door Decorating/AG Party (Tues) AG Door Decorating (Wed) Fine Arts Assembly (Fri)	SEL 2: Social Belonging

**Materials:** Cover Letter Assignment Sheet

**Note:** Teachers - Keep copies of Resumes, Cover Letters, & Job Applications in student portfolios. Students will need them for their EA project portfolio and/or Mock Interviews.

### Procedure:

1. Begin advisory according to personal preference.
2. Take attendance.
3. Read Announcements.
4. Reiterate to students that on February 15<sup>th</sup> all Juniors will participate in a mock job interview with an adult from our school or the community 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 Career Related Learning Experience and an Extended Application requirement for graduation.
5. The goal of today's lesson is for students to complete their Cover Letter and any other missing items (Resume and Job application). Remember students should be writing and filling out resumes, job applications, and cover letters based on their current qualifications not fictional qualifications.
6. Project the Cover Letter Assignment Sheet for any students who missed the lesson last week. Remind students that at this time they are writing a cover letter addressed to 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.
7. Answer any questions, and give students time to work.
8. The cover letter will be due at the end of AG today.
9. End advisory according to personal preference.