

Theme: Preparing for Employment in the Service Industry	Length: 3 hours	
Topic: Resumes and Application Forms	Target Audience: CLB 4 – 5	
Lesson Objective(s)/Task(s): Students will read discover methods for tailoring their resumes Students will compute various job postings and job descriptions Students will identify key words they should select and incorporate into their own resumes Students will read over and fill out online and hard copy job application forms Students will search for jobs of interested Students will develop their own tailored resumes Students will read about and discuss cover letters Students will watch a short video about what to say in a cover letter Students will write their own cover letters Students will be referred to several useful websites as resources		
Learner Outcome(s): By the end of the lesson, students will be able to Listening Recognize and interpret advice, opinions, and suggestions (5) Reading Find and compare simple information (4) Access and locate basic information from reference sources (5) Locate 2 relevant pieces of information from reference sources (5) Writing Complete forms that require basic personal information and some responses to simple questions containing 15 – 20 items (4) Write a short paragraph to describe a familiar situation, event, or personal experience (4)		
Resources and Materials: Student Laptops PPT “Resume and Job Applications” YouTube Video “The 4 Sentence Cover Letter That Gets You The Job Interview” Handouts: Job Application Forms A&W and McDonald’s (2 pages)		
Activity	Timing	Possible Roadblocks & Solutions
1. Tailored Resumes - Instructor poses the question of whether generic or tailored resumes are used in the students’ countries of origin. After a brief discussion the instructor asks what the benefits of a tailored resume may be. How can a person create a tailored resume? After discussion, the instructor begins with the PPT.	10 minutes	
2. Tailored Resume Basics - Instructor uses PPT to go over the foundation of tailored resumes	5 minutes	

<ul style="list-style-type: none"> - Instructor uses the example job postings to have students scan for words and adjectives that they could use to describe themselves in their resumes, were they applying for the listed jobs 	25 minutes	
<ul style="list-style-type: none"> - Instructor opens the links to several online job application forms and distributes copies of the hard copy applications for students to read over in pairs and perhaps fill out 	15 minutes	
<ul style="list-style-type: none"> - Instructor goes over resume template options with the class 	15 minutes	
<ul style="list-style-type: none"> - Instructor uses PPT slide 27 to go over the steps for looking for a job, selecting ones of interest, obtaining applications, and crafting a tailored resume one more time and then releases class to work independently on their own resumes. No break will be taken today, but students are permitted to get up and stretch or take a minute at any time during their resume development. 	1 hour	
<p>3. Cover Letters</p>	25 minutes	
<ul style="list-style-type: none"> - Instructor uses PPT to elicit prior knowledge of Cover Letters from the class and then moves on to a short video clip detailing four simple sentences to use in a cover letter. - Clip runs from 2:46 – 5:15 - PPT is used to facilitate take up of the video, and resources and references are shared with the class 		
<p>4. Resume and Cover Letter Development</p>	25 minutes	
<ul style="list-style-type: none"> - Students are given the remainder of the class to work on their job search, applications, resumes, and cover letters. The instructor will walk around and give assistance or answer questions as needed. Whatever is not finished in class will be homework, as at least one completed Resume and Cover Letter are required in each portfolio for successful course completion. 		
<p>Additional Homework: business idioms from “Start off on the wrong foot” to “think big”</p>		

Notes:

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