

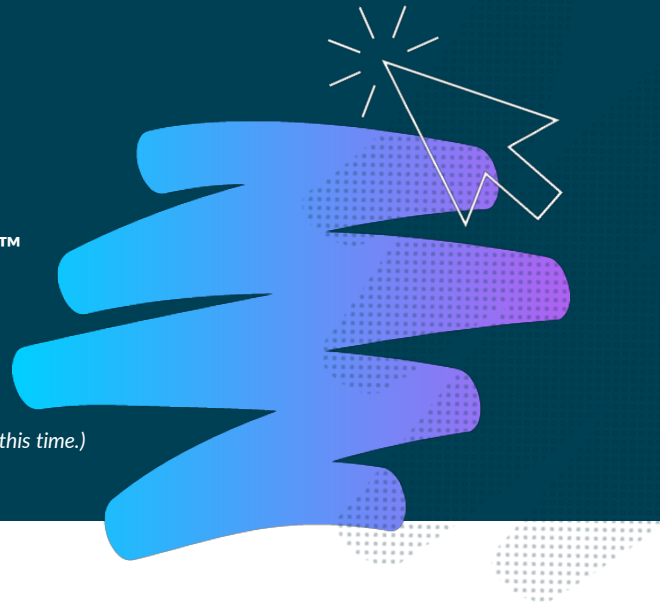
Lesson Plan

Keys To Your Future: College & Career Readiness™ Writing a Resume, Cover Letter, and Thank You Letter

🕒 90 minutes

(This is a longer lesson incorporating three activities. You can decide how to use this time.)

Prerequisite: Keys To Your Future—Starting Your Career



INSTRUCTIONS

Each digital lesson is supplemented with a follow-up synchronous lesson plan to extend and reinforce learning. Activities and questions are structured in a way that supports both in-person and virtual classroom settings.

OBJECTIVES

Students will be able to...

- Define the purpose of a resume and cover letter.
- Identify keywords in a job description and incorporate them into a resume and cover letter.
- Revise a sample resume and cover letter based on strategies covered in class.
- Understand the purpose of a thank you letter and write a draft.

MATERIALS

- What Is a Resume and Cover Letter
- Resume and Cover Letter Strategies
- Job Description
- Sample Resume
- Sample Cover Letter Handout
- Thank You Letter Handout

SECTION	DESCRIPTION	FORMAT	DURATION
Opening	Possible Prompt: “A company’s job posting can attract hundreds of applicants. According to Forbes, the average resumé gets 6 seconds of review before it’s kept or pitched. The Harvard Business Review claims that a cover letter gets a 50% chance of being read.” Class Discuss: What do those statements mean to you? (some will feel frustrated, some challenged, some confident) “If those facts scare you, think again. Today we are going to learn strategies that can help you be the candidate who stands out and gets an interview.”	Discuss with the class.	5 mins
New Learning	Possible Prompt: “First let’s review the purpose of a resume and cover letter.” Handout: What Is a Resume and Cover Letter & Resume and Cover Letter Strategies Read Individually the first part: A resumé tells your “experience” story: • Who you are • What you do • What you’ve done • Where and when you did it • How well you did it A cover letter is your introduction: • Your interest in the position/company • Why you are the perfect fit • Way to motivate the reader to pick you In Pairs: Take turns reading each line of Resume and Cover Letter Strategies.	Read individually. Read in pairs. Discuss as a class.	15 mins

SECTION	DESCRIPTION	FORMAT	DURATION
New Learning (cont'd)	"These strategies are going to serve as your guide for creating a solid resume and cover letter." Class Discuss: What would you say is the main difference between a resume and a cover letter?		
Activity One	Possible Prompt: "Imagine a sophomore in college is looking for a summer job. S/he sees this job description and feels it's a perfect fit." Handout: <i>Job Description</i> Class Read: Call on students to read portions of the job description. "The first thing to do is to identify keywords in the job description. They describe what skills and qualities are most important in a candidate." Pair: Underline keywords in the job description for a candidate to use in their resume or cover letter. (See <i>Teacher Version for possible answers</i>) Share: Students share keywords they selected. Handout: <i>Sample Resume</i> "This resume needs help in 10 areas underlined." Partner Edit: With a partner, edit the resume in spaces above or below the text. Use the strategy sheet for guidance and try to include keywords where possible.	<i>Read as a class.</i> <i>Create in pairs.</i> <i>Group share.</i>	25 mins

SECTION	DESCRIPTION	FORMAT	DURATION
Activity One (cont'd)	Group Share: Pairs team up with other pairs to share how they changed the resume. Teacher floats to listen and help as needed.		
Activity Two	Possible Prompt: "Hiring managers have little time so a cover letter needs to grab them quickly. That means keywords and enthusiasm." Handout: Cover Letter to groups Group Read: Groups are assigned (or select) Paragraph 1 or 2 of the cover letter to review. Group Revise: Write a new version of the paragraph at the bottom of the page. Use the strategy list for guidance and include keywords when possible." Class Share: Groups read their portion to the class and discuss.	<i>Read and Revise</i> in groups. <i>Whole Class</i> share.	20 mins
Activity Three	Possible Prompt: "Let's assume the candidate got an interview!" What do you suppose happens after it has happened?" Whole Class: Get responses from students "Sending a thank you letter can make the difference between you and another candidate. A thank you letter is brief and makes you memorable." Handout: Thank You Letter (Teacher version has a completed letter)	<i>Discuss</i> as a class. <i>Read and Write</i> individually. <i>Share</i> as a class.	20 mins

SECTION	DESCRIPTION	FORMAT	DURATION
Activity Three (cont'd)	Class Share: There are 3 elements to include (see top of Thank You Letter sheet). • Appreciation for the opportunity to interview • A positive moment in the interview to build connection and make you memorable • At least one example of why you are ideal - what you do that serves their needs Prompt: “Pretend you are the candidate (use the resume and cover letter information).” Individual Read & Write: Review Tidbits from Interview. Then draft a thank you letter using that information and your experience from the resume to seal the deal as the perfect person for the job. Group Share: Once drafts are done, students share their letters in groups and provide feedback - what they like - any areas that need more information or clarity”		
Closing	Possible Prompt: “Getting a job is not easy. It takes a lot of hard work and dedication. The more you know about the company and connect with people who work there, the greater your chances of landing a job.” “The resume and cover letter are gateways to an interview. You don’t want sloppy documents to be the reason you are not considered. A thank you email or letter won’t get you the job alone, but it can be the icing on the cake.”	Formalize learning with the whole group.	2 mins

SECTION	DESCRIPTION	FORMAT	DURATION
Evaluation	List one thing you learned today that you didn't know before about writing a: • Resume • Cover letter • Thank you letter	Assess individually.	3 mins

Sources:

<https://www.forbes.com/sites/nextavenue/2014/05/19/the-5-essential-elements-your-resume-needs/#118357bc52b4>

<https://hbr.org/2014/02/how-to-write-a-cover-letter>

<https://money.usnews.com/money/careers/interviewing/articles/2018-02-16/10-mistakes-to-avoid-on-a-thank-you-email>

JOB DESCRIPTION GOKIDS

Possible Keywords (Teacher's Version)

Work to make summer great for kids while gaining valuable experience for a future career with GoKids. The coordinator is a **management** position **overseeing** three youth summer programs:

- **Games & Arts** Club
- **Swim** Club
- Small **Pets** Club

You will manage **registration, customer service, and daily reports**. You'll **supervise** four program counselors to ensure **safe and engaging camps**. You will **support** counselors with suggestions for creating **activities** that are fun and challenging. Prepare to share **strategies** for managing difficult **behavior**.

Qualifications:

- Provide your own **transportation** (driver license and good driving record).
- Experience with **children** strongly preferred.
- Excellent **organization, communication, and customer service** skills.
- Experience supervising others a plus, but not required.

ANSWER SHEET

SAMPLE COVER LETTER

With Possible Changes (Teacher's Version)

Date

Dear GoKids:

Working for GoKids would allow me to utilize my years of experience engaging children in fun activities while overseeing operations . As a sophomore at Northern University, I am earning a degree in social program development. As a counselor and babysitter, I managed children's routines while creating safe opportunities for exploration. As a volunteer at a petting zoo, I sharpened management skills such as reporting, scheduling, and site preparation.

Your program matches my interests and abilities. I can support counselors by providing dozens of activities I facilitated at the Boys & Girls Club. I can help address behavioral problems using clear, consistent and fair methods. As a zoo volunteer, I handled a wide assortment of farm animals/pets and have fascinating fun facts that kids love. Finally, I was captain of my high school swim team. I know all rules and safety procedures as well as great warm-ups for pooltime.

GoKids is a fast-growing company with great energy and a lot of heart. It receives great reviews online and I noticed that many staff members have worked for the company for several years, an indication of job satisfaction which is important to me. I hope to have the opportunity to learn more and demonstrate my abilities.

Best regards,

[Student Name]

ANSWER SHEET

THANK YOU LETTER

With Possible Changes (Teacher's Version)

3 elements to include:

- Appreciation for the opportunity to interview.
- Positive moment in the interview to build connection and make you memorable.
- Example/s of why you are the ideal candidate - what you do that meets their needs.

Tidbits from Interview:

You feel like it was a positive interview. You met with the regional manager. It turns out he went to the same college as your uncle. Also, he came to the interview with his arm in a sling, a skiing accident. He asked you to describe an activity that you would incorporate into the Games & Art Club and you demonstrated one called "Dog House" that made his eyes light up. You also shared your strategy of using deep breathing to help kids manage their anger or frustration.

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Dear _____:

Thank you for considering me for the Youth Program Coordinator position. What a small world that you and my uncle both attended Small Town Liberal Arts College!

I am eager to apply my experience and ideas to the three clubs GoKids offers. The activity I shared with you, "Dog House," is a fantastic way to team-build and kick off the Games Club. It is fun, creative, and accessible to all cultures. Additionally, I have fine-tuned a robust collection of activities that would support Swim Club and Pets Club counselors. I'd be happy to train and supervise them to make sure kids and parents are fully satisfied.

I share the goal of creating a fun and safe experience for children - no little arms in slings, right!? My experience managing children at a petting zoo, and my years in and around the pool, make me the perfect candidate. My training in behavior management and breathing techniques to resolve conflict comes in handy. My communication skills and customer service are notable, as my references can confirm. I would love the opportunity to head up the program this summer.

I look forward to hearing from you soon.

Best regards,

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