

Lesson 1: Creating a Resume and Writing a Cover Letter

CCSS

RI.9-10.4, RI.9-10.7, SL.9-10.1, SL.9.10.2

TEKS

110.31.(b)(1)(A), 110.31.(b)(9),
110.31.(b)(24)-(26), 110.31.(b)(12)

Objective

What this lesson will achieve: Students will be able to create a resume and write a cover letter.

Goals

You'll know this lesson is successful if students can:

- State the need for a resume and cover letter.
- Discuss the important items to include on a high school resume and in a cover letter.
- Create a resume that matches a job within their chosen career field.
- Write a cover letter to accompany a resume.

Key Ideas

- A resume is a short description of who you are.
- A resume can be a tool that helps you get your 'foot in the door' for an interview.
- A resume should be neat, well organized, and use key words that connect to the skills required for the job that you are applying.
- A cover letter is an introduction that tells a potential employer why you are a good candidate for the position they are trying to fill.
- A cover letter is tailored to the specific job for which you are applying.
- A cover letter is a formal type of writing and must be professionally written.

Vocabulary

Accomplishments, cover letter, resume, soft skill

Lesson 1 Steps:

1. **Pre-teach** lesson vocabulary by having students work independently, in pairs, or as a group, to complete the vocabulary activity in the Student Workbook.
2. **Build background** by showing students the *Things You Should Have on Your Resume* video.
3. **Introduce** the resume lesson to students using ONEder Academy.
4. **Informally assess** students using the formative assessment.
5. **Complete** the resume activity in the Student Workbook.
6. **Build background** by showing students the cover letter video.
7. **Introduce** students the lesson content on the cover letter.
8. **Informally assess** students using the formative assessment.
9. **Complete** the cover letter activity in the Student Workbook.
10. **Wrap Up** the lesson by having students review what they learned and then introduce them to the next lesson.



Differentiation Strategies

Encourage struggling readers to use the **highlighted text** or **read-aloud** functions.

Provide an **example** and **non-example** of a resume and cover letter describing key items using a **think aloud**.

Consider using one of the free

resume building templates listed in the Additional Resources, such as: www.readwritethink.org/classroom-resources/student-interactives/resume-generator-30808.html.



Connect to Home

***Optional:** The *Connect to Home* activities for this course are multi-step exercises that have students consider what their life plans are for after they graduate from high school. These activities can be assigned at any time in this unit. Full details can be found in the Student Workbook.

Lesson 1: Creating a Resume and Writing a Cover Letter

In this lesson, you'll learn how to create a resume and write a cover letter!

Before you get started, let's review the *Words You Need to Know* for this lesson! Read each of the words in the box out loud and put a check next to the ones that you already know. Then, use the glossary at the back of this book to find the definition for each word. Finally, write the word, its definition, and a sentence using the word, in the space provided below.

Words You Need to Know

- Accomplishments Resume
 Cover letter Soft skills

Word	Definition
Sentence	

Word	Definition
Sentence	

Word	Definition
Sentence	

Word	Definition
Sentence	

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Resume Sample

Jane Smith

60 Park Place, Newark, NJ 07102

Cell: (123) 555-5555 **Email:** jane.smith@email.com

Qualifications

Enthusiastic and responsible high school student with a strong work ethic and demonstrated skills in:

- **Communication** – Good listener and speaker, helpful, and kind
- **Teamwork** – Able to work collaboratively as part of a team
- **Technology** – Knowledge of Microsoft Office Suite (Word, Excel, PowerPoint) and of social media.

Experience Highlights

Little Feet, Newark, NJ

Day Care Assistant, June 2017 to Present

Assist in the toddler classroom to keep children safe and happy.

Special Olympics, Lawrenceville, NJ

Volunteer, June 2018 to Present

Coordinated with fellow Special Olympians to help sign up people for events.

Education

Newark High School, Newark, NY

Expected date of graduation: June 2019

Honor Roll, Robotics Club, Choir, 4-H, and Drama Club

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Resume Builder

Directions: Use the following information to help build your resume. Look at the sample if you need help!

Personal Information	
Interests	
Education	
Experience #1	
Experience #2	
Accomplishments	

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Cover Letter Activity

Jane Smith
60 Park Place
Newark, NJ 07102

Alexandra Jones
Human Resources Manager
Kiddie Kare Academy
Newark, NJ 07102

November 12, 2018

Dear Ms. Jones,

I am very excited to apply for the Assistant Preschool Teacher position recently advertised on my high school's job board.

For the past two years, I have been working with children and love it! Most recently, I was an Assistant in the toddler room at Little Feet and I also spend a lot of time volunteering with the Special Olympics. I am also good with the computer and can fill out the daily routine reports and am very patient, caring, and loving. My resume is included for your consideration.

I would welcome the opportunity for a personal interview. Thank you for your time. I look forward to hearing from you.

Sincerely,

Jane Smith



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Cover Letter Activity

Directions: Use the following information to help write a cover letter. Look at the sample if you need help!

Section 1		
Your contact information:	The employer's information	Date:
Section 2		
Introduce yourself	Talk about your skills	Include key words from the job posting
Section 3		
Your contact information:	The employer's information	Date:

