

You Want Me to Do WHAT?

Duty/Concept Area

Developing Employability Skills

Scenario

You have just graduated high school and do not want to pursue further education. You plan to find a full-time job to pay your bills and ultimately move out on your own. You must find a job in an area that interests you but does not require education beyond a high school diploma.

Big Question

What do you need to do to find and get that job?

Focused Questions

1. What types of careers/jobs best match your skills, abilities, and interests?
2. What types of jobs are currently available in that career?
3. What should you include in your résumé and associated application/cover letter that will enhance your ability to get an interview?
4. What should you do and say during and after the interview that will convince the employer to hire you?
5. How does education level affect salary?

Project-Based Assessment

Self-assessment and job search, with accompanying written documents and oral presentation, as follows:

- Student will take a career quiz to identify potential careers, and identify a specific career (including nature of the work, working environment, qualifications, job outlook, and average wages/salary) for which the student will want to apply.
- Student will do a job search (possible online), and write a résumé and application/cover letter to apply for that job.
- Student will prepare for participation in a mock interview for that job.
- Student will write a follow-up letter for the interview.

Resources

- [Other career interest inventories](#)
- [Occupational Outlook Handbook](#)
- [Virginia Workforce Connection](#)
- Website and other data related to potential employer