Instructional Scenario
So, you want to get a job?

Virginia's **CTE** Resource Center

Course/Duty Area: Computer Information Systems /Developing Employability Skills

Scenario:
Students will engage in research to identify local hourly job opportunities, such as retail positions. They will review relevant job descriptions to select a position for which they are qualified. Following this selection, students will undertake the following tasks:

1. **Résumé Creation:** Students will develop a professional résumé tailored to the job they have chosen.
2. **Application Completion:** Students will fill out a standard application for employment.
3. **Interview Preparation:** Students will participate in an interview process, which includes answering a series of questions independently. They will then practice their responses with a partner in a mock interview. If time allows, the teacher may conduct final interviews with individual students.

Project Extension: Career Research
To further enhance this project, students may use the Bureau of Labor Statistics (BLS) Occupational Outlook Handbook (linked below) to research a career of their choice. This additional component will provide insights into various professions and help students gain a broader understanding of employment opportunities.

Project Extension: Compass Points Activity
Engage in the linked activity to assess your work style personality, evaluate your contributions in a work setting, and learn how different strengths complement each other.

Big Question:
How can students effectively pursue local job opportunities?

Focused Questions:

- What do employers look at when they hire?
- How does one find job opportunities?
- How does one read a job description to make sure they are qualified?
- What is a résumé?
- What skills might be applicable to the given job opportunity?
- What does a standard employment application include?
- What is the difference between a résumé and a job application?
- What are *references*?
- How can one prepare for an interview? What questions are common in an interview?
- What is a follow-up email? Why send one?
- How is the Occupational Outlook Handbook valuable for those searching for a job?

Student Project or Outcome:

Students will create résumés, fill out job applications, and complete mock interviews to understand how to

prepare and apply for local job opportunities.

The students complete a set of modules that guide them through the process of applying for an hourly job using a standard employment application. It may help to divide the process into parts.

> **What you need to apply for a job**
>   A. Résumé
> **Applying for a job**
>   *B.* Job application (research hourly jobs, complete standard employment application)
> **Interviewing for a job**
>   *C.* Job interview (research, prepare, execute)
>   D. Follow-up email

Teacher Resources:

- Standard Application for Employment, Rocklin Alternative Education Center
- Resumes and cover letter examples, Career Education, Stanford University
- Transferable Skills Checklist, Andrew Hudson's Jobs List
- Soft Skills: Mock Interview Lesson Plan, South Dakota Department of Labor and Regulation
- How To Write A Follow-Up Email After An Interview, Betterteam
- Occupational Outlook Handbook, Bureau of Labor Statistics
- Compass Points Activity (optional extension to find work style personality), Center for Collaborative Education

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