

Instructional Scenario

Teacher's Assistant

Job Application Process



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

Scenario:

You are invited to apply for the position of Teaching Assistant for the Computer Information Systems I classes, the same course you previously completed. To successfully apply for this role, you must complete the following steps.

1. **Review the Job Description:** Carefully read and understand the responsibilities and qualifications required for the position.
2. **Research the School:** Familiarize yourself with our institution, its values, and its mission.
3. **Update Your Résumé:** Ensure that your résumé accurately reflects your skills, experiences, and qualifications related to the role.
4. **Prepare a Cover Letter:** Write a cover letter that emphasizes why you are a suitable candidate for the Teaching Assistant position.
5. **Submit Your Application:** Complete and submit the electronic job application as instructed.

To prepare effectively for your interview, engage in practice sessions and conduct thorough research. After your interview, send a follow-up thank-you email to express your appreciation for the opportunity to interview.

Optional Extension Activities:

- **Resign from the Job:** Students may also choose to simulate resigning from the Teaching Assistant position.
- **Job Search Activity:** Students can explore job opportunities on platforms such as Indeed or LinkedIn and select an industry-related job that interests them.
- **Research Using the BLS Occupational Outlook Handbook:** Use this resource to conduct in-depth research on a career in a specific industry.
- **Compas Points Activity:** Students can complete the linked activity to assess work style personality, evaluate contributions in a work setting, and learn how different strengths complement each other.

Big Question:

What steps will you take to apply for the Teaching Assistant position and prepare for the interview?

Focused Questions:

- How does one apply for a job?
- How does one find jobs for which they are qualified?
- How does one review a job description to make sure they meet the requirements?
- How does one update a résumé and tailor it to a specific job?
- What are *soft skills*? What are *hard skills*? Why should both be highlighted when applying for a position?
- How can industry certifications assist when applying for jobs?
- What is a cover letter?

- How can one illustrate their skills even when lacking work experience?
- How does one prepare for an interview?
- What can one expect in an interview?
- What is a follow-up email? Why send one?
- How does one quit a job? Why is it important to know how to quit a job?
- How is the Occupational Outlook Handbook valuable to those searching for a job?

Student Project or Outcome:

Students will go through a series of projects (modules) that will simulate the process of applying for and interviewing for a job. Additionally, the activity can be extended to have students resign from the same job.

Project-Based Assessment:

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

What you need to apply for a job

- Update your résumé

Applying for a job

- Cover letter
- Job application (electronic submission of cover letter and résumé combined)
- Portfolio (optional)

Interviewing for a job

- Job interview (research, prepare, execute)
- Follow-up email

Quitting a job

- Letter of resignation (optional)

Teacher Resources:

- [Mock Interview Job Description – Teacher’s Assistant](#)
- [Cover Letter/Letter of Introduction Writing](#), Los Angeles Education Partnership
- [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
- [Resignation Letters](#), Illinois State Board of Education
- [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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